



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE FSS PRICE LIST**

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](https://www.gsa.gov/schedules).

SCHEDULE TITLE: MULTIPLE AWARD SCHEDULE (MAS)

LARGE CATEGORY: PROFESSIONAL SERVICES

CONTRACT NUMBER: GS-02F-172AA

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

Contract Period: April 12, 2023 – April 11, 2028

Price List current as of Modification PA-0045 effective 11/25/2024.

J3 Consulting LLC

1725 I St NW #300
Washington DC 20006
Phone: (202)379-4729
www.j3llc.com

Contract Administration: **Jeannie Jones-Ledford**

E-mail: jjones@j3llc.com

Business Size: **Small Business**

Certifications: **HUBZone, WOSB, EDWOSB, SDB, 8(a)**



Integrate. Elevate. Deliver.

Customer Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

SINs	SIN Title
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Professional and Management Development Training
54151S	Information Technology Professional Services
OLM	Order-Level Materials

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN: *See Appendix A*

1c. HOURLY RATES (Services only): *See Appendix A*

2. MAXIMUM ORDER THRESHOLD:

SIN 541611: \$1,000,000

SIN 611430: \$1,000,000

SIN 54151S: \$500,000

SIN OLM: \$250,000

3. MINIMUM ORDER THRESHOLD: *\$100*

4. GEOGRAPHIC COVERAGE: Domestic

5. POINT(S) OF PRODUCTION: United States

6. DISCOUNT FROM BEST MARKET RATE: *GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.*

7. QUANTITY DISCOUNT(S): *None*

8. PROMPT PAYMENT TERMS: *Net 30*

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: *None*

10a. TIME OF DELIVERY: *Contact Contractor if Available*

10b. EXPEDITED DELIVERY: *Contact Contractor if Available*

10c. OVERNIGHT AND 2-DAY DELIVERY: *Contact Contractor if Available*

10d. URGENT REQUIRMENTS: *Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.*

11. **FOB POINT:** Destination
- 12a. **ORDERING ADDRESS:**
J3 Consulting LLC
ATTN: Jeannie Jones-Ledford
1725 I St NW #300
Washington DC 20006
- 12b. **ORDERING PROCEDURES:** *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.*
13. **PAYMENT ADDRESS:**
J3 Consulting LLC
ATTN: Jeannie Jones-Ledford
1725 I St NW #300
Washington DC 20006
14. **WARRANTY PROVISION:** Standard 1 Year Warranty
15. **EXPORT PACKING CHARGES:** *None*
16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**
Not Applicable
17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** *Not Applicable*
- 18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** *Not Applicable*
- 18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** *Not Applicable*
19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** *Not Applicable*
20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** *Not Applicable*
21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** *Not Applicable*
- 22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *Not Applicable*
- 22b. **SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT):**
Not Applicable
The EIT standards can be found at: www.Section508.gov/.
23. **UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:** P1KMVAK9A9X4
24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** *Contractor has an active registration in the System for Award Management (SAM) database.*

Service Contract Labor Standards Compliance Notification

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

SCLS Matrix

SCLS Eligible

<u>Contract Labor Category</u>	<u>SCLS Equivalent Code – Title</u>	<u>WD Number</u>
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None*	None*	None*
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J3 Consulting LLC certifies that all proposed labor categories herein are professional in nature.

Experience & Degree Substitution

The above describes the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category. Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational-technical training may be substituted for experience or education.

Degree	Experience	Other Equivalence
Bachelors	Associate degree +2 years relevant experience, or 4 years relevant experience	Professional certification
Masters	Bachelors +2 years relevant experience, or Associated +4 years relevant experience	Professional license
Doctorate	Masters + 2 years relevant experience, Bachelors + 4 years relevant experience	

Appendix A – Price List

SIN	Labor Category	UOI	GSA Rate
541611	Business Development Manager	Hour	\$75.19
541611	Consultant I	Hour	\$131.52
541611	Consultant II	Hour	\$143.85
541611	Consultant III	Hour	\$156.17
541611	IV&V Analyst I	Hour	\$73.98
541611	IV&V Analyst II	Hour	\$86.31
541611	IV&V Analyst III	Hour	\$98.63
541611	Junior Trainer	Hour	\$74.45
541611	Mid-Level Trainer	Hour	\$82.64
541611	Principal	Hour	\$176.73
541611	Program Manager	Hour	\$124.62
541611	Project Manager	Hour	\$124.31
541611	Project Manager	Hour	\$80.40
541611	Senior-Level Trainer	Hour	\$90.78
541611	SME I	Hour	\$160.28
541611	SME II	Hour	\$172.62
541611	SME III	Hour	\$184.95
54151S	IT Business Development Manager	Hour	\$75.19
54151S	IT Consultant I	Hour	\$131.52
54151S	IT Consultant II	Hour	\$143.85
54151S	IT Consultant III	Hour	\$156.17
54151S	IT IV&V Analyst I	Hour	\$73.98
54151S	IT IV&V Analyst II	Hour	\$86.31
54151S	IT IV&V Analyst III	Hour	\$98.63

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SIN	Labor Category	UOI	GSA Rate
54151S	IT Junior Trainer	Hour	\$74.45
54151S	IT Mid-Level Trainer	Hour	\$82.64
54151S	IT Principal	Hour	\$176.73
54151S	IT Program Manager	Hour	\$124.62
54151S	IT Project Manager I	Hour	\$80.40
54151S	IT Project Manager II	Hour	\$124.31
54151S	IT Senior-Level Trainer	Hour	\$90.78
54151S	IT SME I	Hour	\$160.28
54151S	IT SME II	Hour	\$172.62
54151S	IT SME III	Hour	\$184.95
541611	Senior Contract Administrator	Hour	\$176.17
541611	Technical Writer	Hour	\$94.32
541611	Acquisition Analyst	Hour	\$94.41
54151S	Program Manager	Hour	\$164.00
54151S	Enterprise Resource Planning Administrator	Hour	\$126.61
54151S	Scrum Master	Hour	\$144.00
54151S	Service Designer	Hour	\$123.00
54151S	Business Development Analyst	Hour	\$107.03
54151S	Proposal Manager	Hour	\$109.00
54151S	Capture Manager	Hour	\$164.00
54151S	Data Visualization Analyst	Hour	\$129.99
54151S	Enterprise Resource Planner	Hour	\$167.00
54151S	Cyber System Engineer	Hour	\$180.00
54151S	Cyber Security Engineer Senior	Hour	\$164.00

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SIN	Labor Category	UOI	GSA Rate
54151S	DevSecOps Engineer	Hour	\$207.00
54151S	Document Support Specialist	Hour	\$97.99
54151S	Market Research Analyst	Hour	\$135.00
54151S	Marketing Strategist	Hour	\$141.99
54151S	Graphic Designer	Hour	\$108.00
54151S	Copy Writer Marketing Analyst	Hour	\$103.00
54151S	Data Science Professional	Hour	\$126.47
54151S	Data Scientist IV	Hour	\$218.21
54151S	Sr. Data Scientist	Hour	\$184.94
54151S	Geospatial Information Scientist and Technician	Hour	\$171.00
54151S	Geospatial Analyst (Staff – Junior)	Hour	\$85.99
54151S	Geospatial Analyst (Staff – Mid)	Hour	\$124.00
54151S	Geospatial Project Manager (Staff)	Hour	\$132.00

Appendix B – Labor Category Descriptions

SIN	Labor Category	Labor Category Descriptions	Education	Years of Experience
541611	Business Development Manager	Responsible for leading business development activities. Identify and monitor market opportunities. Develop and execute the strategic business plan/campaign and operational plan. Utilizing expertise, consultative selling skills, strong relationships, structured marketing and sales plans, develop existing and establish new business relationships. Develop and maintains marketing and account penetration plans to identify and monitor opportunities. Provide leadership and the sales team with information relating to regulations, business issues and industry information for utilization in development of market specific action plans and sales strategy. As agency or market subject matter expert (SME) maintains technical competence in company's products, applications, services, and where applicable, certifications. Sustains current knowledge of regulatory changes, laws and financing options specific to market focus. Take lead role in the preparation and delivery of customer presentations, public service activities and communications. Assists management in developing cross division business strategies. Supports management in forecasting, negotiating and financial planning in designated market. Create implement and maintain strategic campaigns for designated agency or market sales pipeline with detailed information as to appropriations, existing and new programs/contract vehicles and partnerships, number of potential and qualified prospects/opportunities to meet defined, time bound growth objectives for designated agency or market. Excellent oral, written and presentation skills with ability to present to senior level executives as well as represent the company at public service or industry forums.	Bachelors	3
541611	Consultant I	Professional providing management/IT/Organizational development consulting assistance to help organizations achieve a specific solution related to their operational and workforce needs. Demonstrates exceptional oral and written communication skills.	Bachelors	5
541611	Consultant II	Professional providing management/IT/Organizational development consulting assistance to help organizations achieve a specific solution related to their operational and workforce needs. Demonstrates exceptional oral and written communication skills.	Bachelors	8
541611	Consultant III	Professional providing management/IT/Organizational development consulting assistance to help organizations achieve a specific solution related to their operational and workforce needs. Demonstrates exceptional oral and written communication skills.	Bachelors	11
541611	IV&V Analyst I	Works with multiple departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assists project managers with project plan, version scopes and timelines. Can solve simple problems under general supervision.	Bachelors	3
541611	IV&V Analyst II	Works with multiple departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assists project managers with project plan, version scopes and timelines. Can solve more complex problems with minimal supervision.	Bachelors	5
541611	IV&V Analyst III	Works with multiple departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assists project managers with project plan, version scopes and timelines. Can solve complex problems with no supervision required.	Bachelors	7
541611	Junior Trainer	The trainer will be responsible for delivering hands-on training courses both online and in person. Strong presentation skills and principles for learning and instructional design. Design, Develop, and Deliver instructor led training courses. Provide project support for training initiatives. This includes but is not limited to eLearning, technical writing, video tutorials, product testing, analyzing data and writing training summaries all within established timelines. Maintain subject matter expertise for all business areas, including keeping track of technology and training trends. Develop curriculum providing training to customers, both hands on and web based. Must demonstrate the ability to work independently and under only general direction	Bachelors	1

Appendix B – Labor Category Descriptions

SIN	Labor Category	Labor Category Descriptions	Education	Years of Experience
541611	Mid-Level Trainer	Participate or lead in training of groups of professional adults in multiple disciplines, responsibility for a wide range of training activities such as designing and conducting a needs assessment, preparation of professional training materials and design, development and delivery of training, and development of job aids. Conduct research necessary to develop and revise training courses and prepare appropriate training catalogs. Participate in development of all instructor materials (i.e., course outline, background material, and training aids). Participate in development of student materials (i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms). Assist Senior Trainer with training personnel of various group sizes and skill levels utilizing “train-the-trainer” concept by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.	Bachelors	3
541611	Principal	Senior executive who analyzes, plans, directs, and coordinates the activities of designated projects to ensure that project goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides management, organizational, and business improvement services to include visioning, business and information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, change management, and business process reengineering solutions.	Bachelors	15
541611	Program Manager	Provides broad program oversight and interfaces directly with program personnel to ensure full program results and compliance. Exercises independent judgment as well as a high level of analytical skill in solving complex and unusual managerial, technical and administrative problems. The PM is ultimately responsible for project planning, execution and performance. Provides management and technical direction of projects ensuring maximum effectiveness in the use of resources for the timely completion of projects. Coordinates efforts and provides leadership in industry meetings. Provides internal planning, guidance and management structure for tracking accomplishment of work assigned. Performs day to day management of overall contract support operations possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities	Bachelors	10
541611	Project Manager	Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.	Bachelors	5
541611	Project Manager	Provides direction on projects from inception through completion and to provide technical and managerial assistance on all aspects of project management to comply with the technical requirements of the contract for the customer. Performs day to day management of assigned delivery order projects that involve teams of data processing and other business information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending and implementing automated information and systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates strong writing and oral communication skills.	Bachelors	8
541611	Senior-Level Trainer	This position requires a self-starter who will collaborate with various subject matter experts and other learning experts to create innovative ways to enhance the student learning experience. Plans, develops, and coordinates in- house product training programs for field support personnel and customers. Conduct research necessary to develop and revise training courses and prepare appropriate training catalogs. Develop instructor materials (i.e., course outline, background material, and training aids). Develop student materials (i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms). Serve as lead trainer of personnel of various group sizes and skill levels utilizing “train-the-trainer” concept by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.	Bachelors	5
541611	SME I	Senior expert with enterprise-wide knowledge and experience in one or more functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise, not in a managerial capacity.	Bachelors	6

Appendix B – Labor Category Descriptions

SIN	Labor Category	Labor Category Descriptions	Education	Years of Experience
541611	SME II	Senior expert with enterprise-wide knowledge and experience in one or more functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise, not in a managerial capacity.	Bachelors	9
541611	SME III	Senior expert with enterprise-wide knowledge and experience in one or more functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise, not in a managerial capacity.	Bachelors	12
54151S	IT Business Development Manager	Responsible for leading IT business development activities. Identify and monitor market opportunities in technology fields such as database design, programming support, and data management. Develop and execute the strategic business plan/campaign and operational plan. Utilizing expertise, consultative selling skills, strong relationships, structured marketing and sales plans, develop existing and establish new business relationships. Develop and maintains IT marketing and account penetration plans to identify and monitor opportunities in technology fields. Provide leadership and the sales team with information relating to regulations, business issues and industry information for utilization in development of IT market specific action plans and sales strategy. As agency or market subject matter expert (SME) maintains technical competence in company's IT products, applications, networks, systems, databases, services, and where applicable, certifications. Sustains current knowledge of regulatory changes, laws and financing options specific to Information Technology market focus. Take lead role in the preparation and delivery of customer presentations, public service activities and communications. Assists management in developing cross division business strategies. Supports management in forecasting, negotiating and financial planning in IT market. Create implement and maintain strategic campaigns for designated agency or market sales pipeline with detailed information as to appropriations, existing and new programs/contract vehicles and partnerships, number of potential and qualified prospects/opportunities to meet defined, time bound growth objectives for designated agency or market. Excellent oral, written and presentation skills with ability to present to senior level executives as well as represent the company at public service or industry forums.	Bachelors	3
54151S	IT Consultant I	Professional providing IT consulting assistance to help organizations achieve a specific IT solution related to their operational and workforce needs. Demonstrates exceptional oral and written communication skills as well as expertise in database design, systems integration, conversion and implementation support, network services, data/records management, and testing.	Bachelors	5
54151S	IT Consultant II	Professional providing IT development consulting assistance to help organizations achieve a specific IT solution related to their operational and workforce needs. Demonstrates exceptional oral and written communication skills as well as expertise in database design, systems integration, conversion and implementation support, network services, data/records management, and testing.	Bachelors	8
54151S	IT Consultant III	Professional providing IT development consulting assistance to help organizations achieve a specific IT solution related to their operational and workforce needs. Demonstrates exceptional oral and written communication skills as well as expertise in database design, systems integration, conversion and implementation support, network services, data/records management, and testing.	Bachelors	11
54151S	IT IV&V Analyst I	Works with multiple departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or IT system requirements. Assists IT project managers with IT project plan, version scopes and timelines. Can solve simple IT problems under general supervision, including database planning, systems integration and design, programming, implementation, network services, data/records management, and testing.	Bachelors	3
54151S	IT IV&V Analyst II	Works with multiple departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or IT system requirements. Assists IT project managers with IT project plan, version scopes and timelines. Can solve more complex IT problems with minimal supervision, including database planning, systems integration and design, programming, implementation, network services, data/records management, and testing.	Bachelors	5

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SIN	Labor Category	Labor Category Descriptions	Education	Years of Experience
54151S	IT IV&V Analyst III	Works with multiple departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or IT system requirements. Assists IT project managers with project plan, version scopes and timelines. Can solve complex IT problems with no supervision required, including database planning, systems integration and design, programming, implementation, network services, data/records management, and testing.	Bachelors	7
54151S	IT Junior Trainer	The trainer will be responsible for delivering hands-on IT training courses both online and in person. Strong presentation skills and principles for learning and instructional design. Design, Develop, and Deliver instructor led IT training courses. Provide project support for IT training initiatives. This includes but is not limited to eLearning, technical writing, video tutorials, product testing, analyzing data and writing training summaries all within established timelines. Maintain subject matter expertise for all business areas, including database planning and design, systems design and integration, programming, network services, data management, and keeping track of technology and training trends. Develop curriculum providing IT training to customers, both hands on and web based. Must demonstrate the ability to work independently and under only general direction.	Bachelors	1
54151S	IT Mid-Level Trainer	Participate or lead in IT training of groups of professional adults in multiple disciplines, responsibility for a wide range of training activities such as designing and conducting a needs assessment, preparation of professional training materials and design, development and delivery of training in various technical fields from database and systems management to programming and testing, and development of job aids. Conduct research necessary to develop and revise IT training courses and prepare appropriate training catalogs. Participate in development of all instructor materials (i.e., course outline, background material, and training aids). Participate in development of student materials (i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms). Assist IT Senior Trainer with training personnel of various group sizes and skill levels utilizing “train-the-trainer” concept by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.	Bachelors	3
54151S	IT Principal	Senior executive who analyzes, plans, directs, and coordinates the activities of designated IT projects, including database planning, systems analysis and integration, network services, and data management. Ensures that project goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides management, organizational, technical, and business improvement services to include visioning, business and information strategy planning, total systems quality management, organizational design/efficiency, cost-benefit analysis, change management, and business process reengineering solutions.	Bachelors	15
54151S	IT Program Manager	Provides broad program oversight and interfaces directly with IT program personnel to ensure full program results and compliance. Exercises independent judgment as well as a high level of analytical skill in solving complex and unusual managerial, technical and administrative problems. The IT PM is ultimately responsible for project planning, execution and performance. Provides management and technical direction of projects ensuring maximum effectiveness in the use of resources for the timely completion of projects in information technology. Coordinates efforts and provides leadership in industry meetings. Provides internal planning, guidance and management structure for tracking accomplishment of work assigned. Performs day to day management of overall contract support operations possibly involving multiple projects and groups of personnel at multiple locations and in multiple fields, from database design to systems analysis and network services. Organizes, directs and coordinates the planning and production of all IT contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.	Bachelors	10
54151S	IT Project Manager I	Provides direction on IT projects from inception through completion and to provide technical and managerial assistance on all aspects of IT project management to comply with the technical requirements of the contract for the customer. Performs day to day management of assigned delivery order projects that involve teams of data processing and other business information system and management professionals who have previously been involved in analyzing, planning, designing, programming, integrating, testing, documenting, converting, extending and implementing automated information and systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates strong writing and oral communication skills.	Bachelors	8

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SIN	Labor Category	Labor Category Descriptions	Education	Years of Experience
54151S	IT Project Manager II	Performs day-to-day management of IT contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order, including database planning, systems integration and design, programming, network services, data/records management, and testing. Provides technical guidance to the project team in performance of the work and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The IT Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.	Bachelors	5
54151S	IT Senior-Level Trainer	This position requires a self-starter who will collaborate with various subject matter experts and other learning experts to create innovative ways to enhance the student learning experience. Plans, develops, and coordinates in- house IT product training programs for field support personnel and customers. Conduct research necessary to develop and revise training courses and prepare appropriate training catalogs. Develop instructor materials (i.e., course outline, background material, and training aids). Develop student materials (i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms). Serve as lead IT trainer of personnel of various group sizes and skill levels utilizing “train-the-trainer” concept by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.	Bachelors	5
54151S	IT SME I	Senior expert with enterprise-wide knowledge of IT solutions and experience in one or more functional and/or domain areas, such as database design, systems analysis, programming support, network services, data/records management, or testing. Provides insight and advice concerning strategic direction and applicability to up-to-date IT industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise in information technology, not in a managerial capacity.	Bachelors	6
54151S	IT SME II	Senior expert with enterprise-wide knowledge of IT solutions and experience in one or more functional and/or domain areas, such as database design, systems analysis, programming support, network services, data/records management, or testing. Provides insight and advice concerning strategic direction and applicability to up-to-date IT industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise in information technology, not in a managerial capacity.	Bachelors	9
54151S	IT SME III	Senior expert with enterprise-wide knowledge of IT solutions and experience in one or more functional and/or domain areas, such as database design, systems analysis, programming support, network services, data/records management, or testing. Provides insight and advice concerning strategic direction and applicability to up-to-date IT industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise in information technology, not in a managerial capacity.	Bachelors	12
541611	Senior Contract Administrator	Responsible for supporting contracts and subcontracts. Reviews RFPs, SOWs, and Task Orders. Performs risk assessments, negotiates/ administers subcontracts and contracts, drafts/executes subcontracts, and contracts, ensuring proper contract and acquisition actions are taken per company policies, legal requirements, and customer specifications. Assure delivery, inspection, and acceptance of contractual end items and that all administrative and reporting actions have been addressed prior to the termination of a contract.	Bachelors	6
541611	Technical Writer	Under general supervision, revises or writes standardized materials and organizes information required for the preparation of user manuals, training materials, installation guides, proposals, and reports.	Bachelors	2
541611	Acquisition Analyst	Provides subject matter acquisition expertise in support of logistics planning and analytical activities. Assists government procurement agencies to define proposals and qualify vendors, Applies knowledge of government/defense acquisition processes to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develops risk reduction/mitigation approaches for improving acquisition/program planning, control and execution. Familiar with the Federal Acquisition Regulations (FAR) and applies the concepts in the context of logistics task efforts. Familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include development of the solicitation material, the solicitation review process, and the contract award process. Additionally, may assist in the development of milestone documentation to support a major systems acquisition. Provides a full spectrum of acquisition logistics support to a product or system throughout its entire life cycle.	Bachelors	5

Appendix B – Labor Category Descriptions

SIN	Labor Category	Labor Category Descriptions	Education	Years of Experience
54151S	Program Manager	Perform all management activities necessary to ensure the successful delivery of services to include cost, schedule, and performance management across all lines of business The continued use of specific skills, tools, and techniques to deliver value to the organization, measured against, cost, schedule, budget, and the overall performance of given efforts to evaluate the largescale context of the organizational impact with the interdependencies by leveraging system thinking. Initiates, supervises, and/or develops requirements from a project’s inception to conclusion for complex to extremely complex programs; Provides strategic advice, technical guidance and expertise to program and project staff	Bachelors	10
54151S	Enterprise Resource Planning Administrator	Oversee the design, development, and maintenance of the ERP system in an organization to efficiently managing and align resources with just-in-time delivery. Ensure resource capacity is availability for work-in-progress throughout the workflow pipeline. Collaborate with cross-functional teams to ensuring the ERP system meets the organization's business needs.	Bachelors	8
54151S	Scrum Master	Leverages modern agile processes, like Scaled Agile Framework for Enterprise (SAFe), Agile, Scrum, to enable rapid engagements delivering business value in small increments across all engagements. Under USDA requirements the contractor shall provide services to facilitate data center migrations, ensure migration quality, as well as support to Enterprise data center architecture, standards, provisioning, and management/oversight of the USDA’s enterprise Compute Environment (CE). Scrum Master will ensure that the development team follows scrum framework values and agile practices, mentoring and motivating the team to improve processes, facilitate meetings, decision-making processes, and eliminate team impediments. Enables transformational initiatives to deliver lasting change within organizations by building an environment of continuous improvement.	Bachelors	10
54151S	Service Designer	Design of services and processes formulated with end-user perspectives. Align user needs, available technology and business requirements. Develop user personas and customer journey maps. Identify and consider limitations, constraints and desires for go-to-market strategy. Conduct ideation sessions and prototype test services and processes prior to implementation.	Bachelors	8
54151S	Business Development Analyst	Develop annual business development strategy aligned with USDA/OCIO/DISC strategic objectives. Convert DISC leads and opportunities to funded agreements. Manage leads/opportunities with cross-functional teams across the organization through a Customer Relationship Management (CRM) tool. Build, implement, and adhere to business processes, rules, and decision gates for qualifying leads and opportunities. Conduct facilitate interactions and information gathering between customer and DISC resources. Manage contacts and accounts on behalf of DISC within a CRM.	Bachelors	8
54151S	Proposal Manager	Manage the collection of leads and opportunities within a business development pipeline. Prioritize opportunities based on DISC identified common business attributes including conversion rate and organizational alignment. Ensure each opportunity meets the qualifications for advancement throughout the BD pipeline. Provide Quality Assurance for proposal quality (accurate and thorough) and compliance (adherence to business rules and decision gates). Identify and implement process improvements, automations, criteria for proposal mgt.	Bachelors	8
54151S	Capture Manager	Research and develop leads. Utilize target markets and sales strategy to identify sources for leads with intent and probability of becoming funded agreements. Develop new contacts within the customer community. Conduct outreach developing new lead sources and incorporate into business development processes/workflow.	Bachelors	8
54151S	Data Visualization Analyst	Create dashboards and visualization by collecting data across the organization to assist program managers in monitoring the performance of their programs. This will be provided in a centralized manner to enable aggregation of reporting across programs. Track, maintain, and report on metrics consistent with organization of similar size and complexity. Metrics and/or benchmarks will be used to track progress, establish performance standards and variances, measure efficiency, and others deemed appropriate by the government. Capture data and measure outcomes to ensure progress is made, provide indicators of future performance, and expose areas of performance for improvement. Collect and normalize data through a variety of data sources.	Bachelors	8
54151S	Enterprise Resource Planner	IT planning support ranging from emerging technology identification to development of IT solution strategies needed to help meet the needs of the USDA in an efficient, secure, and cost-effective manner. The contractor shall provide consultative support across the IT sourcing and planning process, including: Development of baseline analyses of IT system and infrastructure requirements, demand, and total cost associated with Enterprise IT commodities and services (including but not limited to networks, data centers, and applications) Development of IT solution alternative analyses and business cases; and Conduct IT services architecture planning and engineering necessary to design and deploy USDA Enterprise IT solutions. Assess and document the alignment of USDA, DISC and client applications/services to USDA/agency programs.	Bachelors	8

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SIN	Labor Category	Labor Category Descriptions	Education	Years of Experience
54151S	Cyber System Engineer	Designs, develops, evaluates and modifies end-to-end systems and systems-oriented products through their entire life cycle. Generates quantifiable requirements based on customer description, system planning and design, and acquisition logistics. Ensures requirements comply with client requirements and government standards through formal verification methods.	Bachelors	8
54151S	Cyber Security Engineer Senior	Supervises design and development, and evaluates and modifies end-to-end systems and systems-oriented products through their entire life cycle. Generates quantifiable requirements based on customer description, system planning and design, and acquisition logistics. Ensures requirements comply with client requirements and government standards through formal verification methods.	Bachelors	10
54151S	DevSecOps Engineer	Provides expertise and direction in the development and/or modification of information technology systems leveraging modern practices such as Devops / DevSecOps, Site Reliability Engineering, and other agile practices. Uses expertise to design develop, code, test, and debug software implementations through Infrastructure as Code (IaC), and Continuous Integration/Continuous Delivery (CI/CD) pipelines. May work in one or several areas throughout the software development life-cycle from ideation, design, development, testing and production sustainment. Leverages DevSecOps practices and CI/CD pipelines to support, configuration management procedures, statistical analysis and modeling.	Bachelors	10
54151S	Document Support Specialist	Provide technical writing support related to various projects across the portfolio. Responsibilities include independently organizing, creating, assimilating, and conveying technical materials in a concise and effective manner for Government review. Maintaining and coordinating the schedule and refresh rate for documentation across the enterprise. Possess excellent technical writing skills and ability to conduct peer review of technical documents (task specific deliverables) for grammar, content and writing style.	Bachelors	8
54151S	Market Research Analyst	Develop and deliver marketing and communications materials that bring awareness to all portfolio capabilities, represent the strategic intent of the efforts, and convey a consistent and meaningful message regarding effectiveness of DISC programs. Provide guidance, support and execution of program benchmarks against similar products within the commercial and government sectors, to support DISC leadership, stakeholders, and product owners.	Bachelors	8
54151S	Marketing Strategist	The development of communication plans, strategies, and creation of communication materials that will aid in DISC's promotion of services support to its customers regarding their mission and business objectives. The issuance of communication and marketing materials that are produced to illustrate the value of DISC services. The contractor shall support tasks including but not limited to Supporting the execution of DISC marketing strategy. Supporting and leading how DISC provides leadership updates to its customers based on services, capabilities, and strategic efforts within the DISC portfolio. Responsible for planning, organizing, securing, and managing resources to bring about the successful completion of marketing program goals and objectives.	Bachelors	8
54151S	Graphic Designer	Responsible for preparing various drawings that communicate marketing ideas, designs, and information in support of functions directly supporting IT goals and projects. Require experience in current conventional design techniques and application programs. Experienced in content development and graphic al presentation, and audio / video production an d s social media products. Knowledgeable in applying the principles of visual design to effectively display information.	Bachelors	8
54151S	Copy Writer Marketing Analyst	Writes a variety of articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document.	Bachelors	8
54151S	Data Science Professional	Responsible for overseeing the collection, storage and interpretation of data for businesses. Their duties include sifting through data points to create organized categories, comparing data points to current company processes and writing reports outlining business predictions or proposals.	Bachelors	4

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SIN	Labor Category	Labor Category Descriptions	Education	Years of Experience
54151S	Data Scientist IV	Expert in using a variety of data mining/data analysis methods, using a variety of data tools, building and implementing models, using/creating algorithms and creating/running simulations. Expert in single or multiple technical disciplines providing expert knowledge and insight into specific areas of science and technology using statistical, algorithmic, mining, and visualization techniques. Expert in advanced analytics using programming languages such as SQL, Python, R, etc. Guides the development and application of this knowledge to the project. Independently performs and leads a variety of system design and integration tasks where subject matter expertise is required. Leads the activities of complex research programs. Expert in mining and analyzing data from companies' databases to make conclusions on how to make optimizations in companies' product development, business strategies, and business outcomes. Coordinates with different functional teams to implement models and monitor outcomes. Develops tools to monitor and analyze performance. Develops new tools to increase the effectiveness and usability of data sources. Expert in predictive modeling to forecast effects upon customer products or services, revenue generation, targeting, and business outcomes. Plans and performs required research, design evaluation, technical development, system integration planning, and other tasks in specific technical areas. Responsible for highly complex technical tasks. Independently develops recommendations for customers to support data-driven decision making. Supervises, coordinates, and guides the activities of technical staff/engineers assigned to specific tasks.	Bachelors	7
54151S	Sr. Data Scientist	Senior/executive-level expert in using a variety of data mining/data analysis methods, using a variety of data tools, building and implementing models, using/creating algorithms, and creating/running simulations. Senior/executive-level expert in single or multiple technical disciplines providing expert knowledge and insight into specific areas of science and technology using statistical, algorithmic, mining, and visualization techniques. Expert in advanced analytics using programming languages such as SQL, Python, R, etc. Guides the development and application of this knowledge to the project. Independently performs and leads a variety of system design and integration tasks where subject matter expertise is required. Leads the activities of complex research programs. Expert in mining and analyzing data from companies' databases to make conclusions on how to make optimizations in companies' product development, business strategies, and business outcomes. Coordinates with different functional teams to implement models and monitor outcomes. Develops tools to monitor and analyze performance. Develops new tools to increase the effectiveness and usability of data sources. Expert in predictive modeling to forecast effects upon customer products and services, revenue generation, targeting, and business outcomes. Plans and performs required research, design evaluation, technical development, system integration planning, and other tasks in specific technical areas. Responsible for highly complex technical tasks. Independently develops recommendations for customers to support data-driven decision making. Supervises, coordinates, and guides the activities of technical staff/engineers assigned to specific tasks.	Bachelors	8
54151S	SME Geospatial Information Scientist and Technologist	Lead model development and enhancement efforts. At the same time, role of the postdoctoral researcher on this project will include: (1) collecting and managing a database of diverse variables; (2) creating new variables based on points-of-interest, and related characteristics; (3) updating the currently existing model; (4) enhancing the model with new variables and the incorporation of spatial dependence structures; (5) employing the model to understand the factors responsible for generating data across different types of stations and forecasting future scenarios; and (6) drafting progress reports. Work closely with the other project members and partnering organizations on model integration, scenario development and analysis, and testing. The project will provide a unique opportunity to work in a truly multi-disciplinary and multi-organizational team composed of transportation and urban planning researchers, geospatial information scientists, local planners, and technologists.	Bachelors	10
54151S	Geospatial Analyst (Staff – Junior)	Under direct supervision, provides technical expertise in the use of GIS, CAD and automated mapping systems. Creates geospatial databases and mapping products; provides spatial analysis and end user support; creates documentation on data and workflows; conducts testing of geospatial applications and performs QA/QC on data, processes and workflows.	Bachelors	4
54151S	Geospatial Analyst (Staff – Mid)	Assist in providing technical expertise in the use of GIS, CAD, and automated mapping systems. Creates geospatial databases and mapping products; provides spatial analysis and end-user support; creates documentation on data and workflows; conducts testing of geospatial applications and performs QA/QC on data, processes, and workflows.	Bachelors	7
54151S	Geospatial Project Manager (Staff)	Provides technical expertise in the use of GIS, CAD, and automated mapping systems. Supervises the creation of geospatial databases and mapping products; provides spatial analysis and end-user support; creates documentation on data and workflows; conducts testing of geospatial applications and performs QA/QC on data, processes, and workflows.	Bachelors	8