

General Services Administration  
Federal Supply Service  
Authorized Federal Supply Service Schedule Price List

**THE PROFESSIONAL SERVICES SCHEDULE (PSS)**

**Contract Number: GS-10F-0156K**

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>

**NTT DATA Federal Services, Inc.**

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DUNS Number: 066781865  
[www.americas.nttdata.com](http://www.americas.nttdata.com)

Period Covered by Contract: April 1, 2005 to March 31, 2020

Contract Administrator: Jarred Miller

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Business Size: Other than Small

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [www.gsa.gov](http://www.gsa.gov)

***Price list current through modification #PA-0041 dated April 20, 2016***

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**CUSTOMER INFORMATION**

**1a. Awarded Special Item Numbers (SINs) and page number cross references:**

Special Item Number	Special Item Number Description	Awarded Pricing Page	Awarded Labor Category Descriptions
874-1/874-1RC	Integrated Consulting Services	11	12-15
874-4/874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration	11	12-15
874-7/874-7RC	Integrated Business Program Support Services	11	12-15

**1b. Lowest priced model number and lowest unit price for that model for each Awarded:** Not Applicable

**1c. Labor Category Descriptions and Hourly Rates:** Please see pages 11-15

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

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

**4. Geographic Coverage (delivery area):** Domestic Only

**5. Points of production:** N/A

**6. Discount from list prices or statement of net price:** Prices shown are Net Prices; Basic discounts have been deducted.

**7. Quantity discounts:** None.

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

**9a. Government purchase cards** are *accepted at or below* the micro-purchase threshold.

**9b. Government purchase cards** are *not accepted above* the micro-purchase threshold.

**10. Foreign Items:** Not Applicable

**11a. Time of Delivery:** Specified in each task order.

**11b. Expedited Delivery:** Specified in each task order.

**11c. Overnight and 2-day Delivery:** Specified in each task order.

**11d. Urgent Requirements:** Specified in each task order.

**12. F.O.B. Points:** Destination

**13a. Ordering Address:**

NTT DATA Federal Services, Inc.  
8100 Boone Blvd.  
Suite 400  
Vienna, VA 22182

**13b. Ordering procedures:** For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment address:**

NTT DATA Federal Services, Inc.  
8100 Boone Blvd.  
Suite 400  
Vienna, VA 22182

**15. Warranty provision:** Not Applicable.

**16. Export packing charges:** Not applicable.

**17. Terms and conditions of Government purchase card acceptance:** Government purchase cards are *not accepted above* the micro-purchase threshold.

**18. Terms and conditions of rental, maintenance, and repair:** Not applicable.

**19. Terms and conditions of installation:** Not applicable.

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.

**20a. Terms and conditions for any other services:** Not applicable.

**21. List of service and distributions points:** Not applicable.

**22. List of participating dealers:** Not applicable.

**23. Preventive maintenance:** Not applicable.

**24a. Special attributes such as environmental attributes:** Not applicable.

**24b. 508 compliance:**

If applicable, Section 5089 compliance information on Electronic and Information Technology (EIT) supplies and services will be address on a task order basis. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov).

**25. Data Universal Number System (DUNS) number:** 066781865

**26. NTT DATA Federal Services, Inc. is registered in the System for Award Management (SAM) database.**

## **WHO WE ARE**

Founded in 1965, NTT DATA, Inc. (formerly Keane, Inc.) is a leading business and information technology (IT) consulting firm that helps government agencies and Global 2000 companies plan, build, manage, and rationalize their technology investments to optimize mission and business performance. Headquartered in Texas, our 45 branch offices and development facilities are supported by global practices and vertical industry groups across the United States, Canada, India, and the United Kingdom. We count our more than 7,000 professional consultants as the prime assets of our business.

NTT DATA Inc.'s wholly owned subsidiary, NTT DATA Federal Services, Inc. (NTT DATA), has extensive experience working with more than 50 federal, state, and local agencies. NTT DATA develops long-term relationships with these clients through the consistent delivery of high quality, cost-effective, and responsive services. We accomplish this by adhering to repeatable and proven processes, and to the management disciplines and performance metrics incorporated in our core business and IT solutions. We use our methods to provide excellent service and that translates into NTT DATA's becoming a trusted advisor of our clients—not just getting the project done but helping our clients accomplish their strategic objectives. Our service delivery excellence has resulted in an impressive, consistent record that has been recognized by our clients. More than 90 percent of clients who have done business with us in the past choose NTT DATA again.

NTT DATA is based in Vienna, Virginia, and provides Federal Government clients with a wide range of management, organizational and business improvement services. NTT DATA's service offerings assist clients in meeting the new challenges of governing in the 21st century by helping them with innovative approaches to achieve positive outcomes, measurable performance improvements and sustained results. NTT DATA differentiates itself by its focus on Government management combined with significant experience with commercial organizations. Our focus is the establishment of new practices, programs and methodologies from the Government and commercial worlds to help Government agencies deliver high performance service to their customers.

## **WHAT WE DO**

NTT DATA provides a suite of IT business process, and training services to the Federal Government. We offer high-value consulting services in the following areas:

- Management Consulting Services
- Public Enterprise Assessments/Surveying
- Facilitation
- Privatization Support Services
- Program and Project Management
- Training and Learning Management

## **WHAT WE OFFER**

NTT DATA includes professionals representing "best of breed" commercial expertise, thus expanding NTT DATA's management consulting core competency to address unique organizational challenges faced by public officials. These experienced principals lead in areas such as:

- Drafting strategic and performance plans,
- Assessing investment alternatives through business case, return on investment (ROI) analysis and investment modeling,
- Rationalizing and prioritizing information technology initiatives,
- Conducting business process improvement engagements,
- Leading change management initiatives,

- Managing project and program initiatives,
- Assessing organizational design and performance metric effectiveness, and
- Studying privatization and outsourcing options.

### **Integrated Consulting Services (SIN 874-1)**

NTT DATA offers premier management consulting to the Federal Government to assist managers of public enterprises and their partners achieve positive outcomes, measurable performance improvements, and sustained results.

NTT DATA provides innovative yet actionable solutions to the challenges facing public sector managers and the drivers of change. Improving customer service and operational performance in a challenging economic environment requires thorough consideration of available options, identifying goals and objectives through strategic planning, determining costs of operations, improving processes, aligning processes with policy, and strategically using information technology alternatives.

NTT DATA's consulting services include:

#### **Business Process Improvement/ Reengineering**

- Improving or enhancing operational performance, through reengineering, definition, documentation, and/or implementation
- Addressing the process, organization, and supporting technology components for a specific business function(s)
- Reviewing the supporting business and IT processes before, during, or following a system implementation
- Generating business requirements and requests for proposal for supporting IT and business initiatives

#### **Business Planning & Analysis**

- Developing operations strategy that aids organizations in accomplishing their business or IT goals
- Leading operational initiatives to address government policy implementation requirements
- Conducting critical operations analysis, such as organizational design, performance metrics and IT alignment

#### **IT Strategy**

- Reviewing the IT operations to address asset utilization, resource allocation, system consolidation, and technology prioritization
- Developing strategic organizational IT plans or strategic plans for the application and database portfolio

#### **Supply Chain Planning**

- Addressing critical functional activities, including logistics, demand planning, and procurement
- Reengineering customer service or support operations
- Conducting optimization analyses of the supply chain network
- Improving demand planning and forecasting methods
- Improving asset utilization

### **Investment Evaluation and Prioritization**

- Rationalizing low-value applications and enhancing high-value applications to increase operating efficiency and effectiveness
- Developing consolidation and/or acquisition strategy for IT implementation initiatives
- Developing a repeatable model for investment evaluation and prioritization including IT and physical asset investments
- Addressing government requirements for IT investment management

### **Change Leadership/ Management**

- Leading business-based projects with potential IT aspects
- Implementing program management and implementation support
- Facilitating and communicating to generate consensus and create positive change within an organization

### **Facilitation Services**

NTT DATA uses a number of different techniques to provide facilitation support including group briefings and discussions, workshops, leading diverse groups with varying interests to a common goal, and providing overall guidance in the collaboration effort. NTT DATA applies its Productivity Management methodology for planning and facilitating meetings.

### **Project Preparation**

A number of details must be addressed before starting the meeting. These details include defining the scope and boundaries of the effort, refining the objectives, gathering preliminary data, and obtaining facilities for the meeting.

### **Data Gathering**

This step of the process collects the data needed to perform the meeting and develop recommendations to be discussed at the meeting. Data is gathered through interviews and from multiple documented sources, such as business strategies, strategic plans, etc.

### **Project Kick-Off**

Experience has shown that facilitated meetings are far more successful when all participants fully understand the project, including its processes, objectives, and deliverables. This alignment is achieved through an initial project kick-off meeting that includes presentations by the facilitator and key meeting participants. The kick-off initiates the preparation steps that occur prior to the actual facilitated session.

### **Facilitated Session**

This step covers the actual meeting that is facilitated. Within the meeting, several methods may be utilized to drive toward solutions and consensus, including:

- *Situation Analysis:* Situation analysis examines the data gathered in the previous step to develop an understanding of the current situation. This effort analyzes strengths and weaknesses to produce a baseline to begin discussion. An important attribute of the situation analysis is that it not only identifies but tracks strengths and weaknesses, thereby exposing the root causes of an issue rather than concentrating on its symptoms.
- *Benchmarking:* This step compares the situation analysis against other similarly situated organizations to develop a gap analysis. This gap analysis identifies issues that should be improved, as well as those that should be eliminated.
- *Process Modeling:* In transformation sessions, “as-is” process flows are analyzed to identify potential “to-be” processes.

- *Exercises:* Exercises often help participants grasp concepts and foster collaboration and teamwork.

### **Recommendation Development**

Using the situation analysis and the gap analysis from the previous steps, the assessment team develops a series of recommendations for improvement. These recommendations are prioritized by benefit and organized for a phased implementation if necessary.

### **Report Creation**

In this step, the facilitator creates a report containing the information from the previous steps.

### **Report Presentation**

The final step of the process is one or more presentations to the group and management (if applicable) to provide an overview of the report contents, to answer questions, and to encourage further discussion of improvement activities.

### **Survey Services**

Before an organization can embark on an improvement process to become world class, it has to understand its current challenges. The current situation becomes the baseline for the subsequent improvement efforts. Among the tools NTT DATA uses to conduct assessments and process improvements, surveys capture essential information in order to review an organization's people, processes, and technology bases, and identify strengths and weaknesses in each area. A critical goal of the survey is to place organizational practices into a common model that can be compared against Federal agency and commercial best practices. This effort facilitates a direct comparison of the effectiveness of existing practices against their peer agencies and applicable commercial organizations.

An immediate benefit of the survey is that it uncovers a number of obvious areas for improvement. The survey also identifies political, cultural, and other organizational barriers that must be overcome during the improvement process.

NTT DATA employs a number of steps to test and refine surveys during development including:

- Ranking organization and customer issues,
- Testing and finalizing survey documents,
- Conducting a pilot test of the instrument,
- Preparing a survey cover letter,
- Preparing instructions and protocols,
- Designing survey tracking mechanisms and a data analysis scheme, and
- Delivering a sample target report

### **Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (SIN 874-4)**

NTT DATA delivers full-spectrum training capabilities, strategically positioning Federal organizations to successfully meet constantly evolving priorities.

### **Curriculum Design and Development**

Capitalizing on job-task analysis expertise, we align work with operational objectives using instructional systems design (ISD) models like Analysis, Design, Development, Implementation, and Evaluation (ADDIE) to create learning experiences that significantly enhance work performance. We also employ our in depth knowledge of Sharable Content Object Reference Model (SCORM) e-learning and other standards to develop effective and reusable e-learning modules.



### **Instruction and Delivery**

Our instructors and trainers work across all delivery media, including computer, mobile, and Web-based training, instructor-led training (ILT), and blended learning environments to deliver innovative classes that positively impact operational performance.

### **Learning Management**

We provide full-range creative IT solutions for learning and education that capitalize on efficient and flexible technologies, such as: e-learning, mobile, agile development, cloud, .edu environments, and leading learning management systems (LMS). Solutions can include everything from design to implementation to management.

### **Integrated Business Program Support Services (SIN 874-7)**

NTT DATA provides services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services we provide include: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services.

### **LABOR RATE TABLES**

NTT DATA has an exemplary combination of qualified staff, core capabilities, relevant corporate experience, and a long record of client satisfaction to offer the Government under this General Services Administration contract. Our labor rate tables for each SIN follow a brief summary of possible services. Please see page 11.

### **SCHEDULE OF SERVICES**

#### **SIN 874-1: Integrated Consulting Services**

The following is a nonexclusive list of examples of consulting services NTT DATA provides:

- Strategic, business, & action planning
- Cycle times and customer service
- Process & productivity improvement
- Systems alignment
- System requirements and planning
- Organizational assessments
- Performance measures & indicators
- Program audits and evaluations
- Advisory and assistance services in accordance with FAR 37.203

#### **SIN 874-4: Training Services**

- Enterprise training assessment and strategy
- Curriculum design and development
- E-learning, classroom, and blended instruction and delivery
- Learning assessment and evaluation
- Learning and content management system design, configuration, and administration

### **SIN 874-7: Integrated Business Program Support Services**

Provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Earned value management support
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives

**GSA-APPROVED LABOR RATES FOR SINS 874-1, 874-4, & 874-7**

<b>SIN(s)</b>	<b>GSA Labor Category</b>	<b>Year 16 4/1/2015 to 3/31/2016</b>	<b>Year 17 4/1/2016 to 3/31/2017</b>	<b>Year 18 4/1/2017 to 3/31/2018</b>	<b>Year 19 4/1/2018 to 3/31/2019</b>	<b>Year 20 4/1/2019 to 3/31/2020</b>
874-1, 874-7	Subject Matter Expert	\$230.37	\$235.21	\$240.15	\$245.19	\$250.34
874-1, 874-7	Principle Subject Matter Expert	\$191.31	\$195.33	\$199.43	\$203.62	\$207.89
874-1, 874-7	Business Reengineering Expert	\$136.64	\$139.51	\$142.44	\$145.43	\$148.48
874-1, 874-7	Managing Management Consultant	\$145.10	\$148.15	\$151.26	\$154.43	\$157.68
874-1, 874-7	Sr. Management Consultant/Technology Expert	\$128.25	\$130.94	\$133.69	\$136.50	\$139.37
874-1, 874-7	Management Consultant	\$88.89	\$90.76	\$92.66	\$94.61	\$96.60
874-1, 874-7	Research Analyst	\$91.12	\$93.03	\$94.99	\$96.98	\$99.02
874-1, 874-7	Technical Writer/Editor	\$62.57	\$63.88	\$65.23	\$66.60	\$67.99
874-4	Instructional Designer	\$110.44	\$112.76	\$115.13	\$117.54	\$120.01
874-4	Web Based Training Developer	\$121.19	\$123.73	\$126.33	\$128.99	\$131.69
874-4	Organizational Design Analyst - Instructor	\$136.83	\$139.70	\$142.63	\$145.63	\$148.69
874-4	Education Consultant	\$165.17	\$168.64	\$172.18	\$175.79	\$179.49
874-4	Training Project Manager	\$153.44	\$156.66	\$159.95	\$163.31	\$166.74
874-4	LMS Support Help Desk Analysis	\$75.25	\$76.83	\$78.45	\$80.10	\$81.78
874-4	LMS Administrator	\$135.85	\$138.70	\$141.61	\$144.59	\$147.62
874-4	LMS System Administrator	\$201.33	\$205.56	\$209.87	\$214.28	\$218.78
874-4	Learning Management Consultant - Instructor	\$201.33	\$205.56	\$209.87	\$214.28	\$218.78

## LABOR CATEGORY DESCRIPTIONS

### EXPERIENCE SUBSTITUTIONS METHODOLOGY:

- HIGH SCHOOL DIPLOMA + 2 YEARS ADDITIONAL EXPERIENCE EQUAL ASSOCIATE'S DEGREE.
- HIGH SCHOOL DIPLOMA + 4 YEARS ADDITIONAL EXPERIENCE EQUAL A BACHELOR'S DEGREE.
- A BACHELOR'S DEGREE + 4 YEARS ADDITIONAL EXPERIENCE EQUAL A MASTER'S DEGREE.

<b>Labor Category Title:</b> Subject Matter Expert	
<b>Minimum Experience:</b>	Twelve (12) years of experience
<b>Minimum Education:</b>	Masters
<b>Functional Requirements:</b>	Applies business process improvement and engineering methodologies and principles to conduct major, enterprise-wide business process evaluation and modernization projects. Key coordinator between multiple project teams to ensure enterprise-wide integration and coordination of effort. Provides guidance and multi-disciplined professional leadership to evaluate the client's needs and create cost-effective solutions.

<b>Labor Category Title:</b> Principle Subject Matter Expert	
<b>Minimum Experience:</b>	Six (6) years of experience
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Applies business process improvement and engineering methodologies and principles to conduct business process evaluation and modernization projects. Provides subject matter expertise and leadership to project team to ensure integration and coordination of effort. Provides direction and multi-disciplined professional leadership to evaluate the client's needs and create cost-effective solutions.

<b>Labor Category Title:</b> Business Reengineering Expert	
<b>Minimum Experience:</b>	Five (5) years of experience
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices and creating and assessing performance measurements. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

<b>Labor Category Title:</b> Managing Management Consultant	
<b>Minimum Experience:</b>	Three (3) years of experience
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Oversees various tasks of a highly complex nature. Responsible for assembling the task team, assigning individual responsibilities, identifying appropriate resources needed, identifying appropriate consulting methods and approaches, and developing the schedule to ensure the timely completion of the tasks milestone and final acceptance. Must be familiar with the project scope and objectives, as well as the role and function of each team member, in order to effectively coordinate the activities of the team. Monitors each assigned task, implements and assures adherence to

	task level quality and methodology standards, and keeps the client abreast of all problems and accomplishments. Anticipates problems and works to mitigate the anticipated problems. As a Managing Consultant, provides technical and process direction for the complete task effort. Reviews and evaluates work of subordinate staff and prepares performance reports. May serve as a technical or methodological authority for a particular task area.
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<b>Labor Category Title:</b> Sr. Management Consultant/Technology Expert	
<b>Minimum Experience:</b>	Five (5) years of experience
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Leads or supports activities surrounding the technical design of initiatives that solve specific business needs, specializes in component-based architecture and reuse, defines and recommends initiative blueprints and validates system architectures to ensure they leverage deployment of technologies that are proven, stable, interoperable, portable, secure, and scalable.

<b>Labor Category Title:</b> Management Consultant	
<b>Minimum Experience:</b>	Three (3) years of experience
<b>Minimum Education:</b>	Bachelor's Degree
<b>Functional Requirements:</b>	Personnel in this category have demonstrated the ability to analyze and understand complex management, organizational, and business process problems. They are well versed in improvement strategies and actions.

<b>Labor Category Title:</b> Research Analyst	
<b>Minimum Experience:</b>	Four (4) years of experience
<b>Minimum Education:</b>	Bachelor's Degree
<b>Functional Requirements:</b>	Gathers, organizes, and quantifies information on specific technical, business, or scientific issues or operating procedures. Analyzes data, develops information, and assesses available solutions and methodologies consistent with client's requirements. Develops and implements operational tests, assessments, and functional documentation.

<b>Labor Category Title:</b> Technical Writer/Editor	
<b>Minimum Experience:</b>	Three (3) years of experience
<b>Minimum Education:</b>	Bachelor's Degree
<b>Functional Requirements:</b>	Researches subject matter, writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with standard concepts, practices, and procedures within a particular field. A high degree of creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. Performs a variety of tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department.

<b>Labor Category Title:</b> Instructional Designer	
<b>Minimum Experience:</b>	3 years
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Conducts training analysis, designs and develops training curricula, performs technical writing, designs and develops multimedia/web storyboards and training, and measures and evaluates effectiveness of training.

<b>Labor Category Title:</b> Web Based Training Developer	
<b>Minimum Experience:</b>	3 years
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Executes Training Methodology by implementing development of Static or Interactive Web-Based instructional materials, activities, and assessments for Internet or Intranet training delivery. Provides programming and multimedia support for training projects, including authoring content in various authoring languages. Designs and produces graphics in support of training development projects. Provides technical knowledge and expertise on computer graphics, digital photography, videography, Flash animation etc. Provides support to include data engineering to all types of training development projects, including systems design, selection, development, integration, and support.

<b>Labor Category Title:</b> Organizational Design Analyst - Instructor	
<b>Minimum Experience:</b>	3 years
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Designs solutions for top-down organizational change management through training and other mechanisms, including creation of knowledge transfer solutions, stakeholder assessments and curriculum execution. Provides subject matter expertise support to all types of training development projects, including content review and feedback to development staff, as well as delivery of the training.

<b>Labor Category Title:</b> Education Consultant	
<b>Minimum Experience:</b>	3 years
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Provides subject matter expertise support to all types of training development projects, including content review and feedback to development staff. Responsible for and provides technical expertise to support instruction according to customer specifications and standards (operate, maintain, and repair in classroom or laboratory settings). Develops courseware/content in specific technical subject matter area.

<b>Labor Category Title:</b> Training Project Manager	
<b>Minimum Experience:</b>	5 years
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Responsible for the oversight and management aspects of training development, including project budgets, delivery schedules, staff management, deliverables. Ensures execution of complex tasks, applies analytical problem solving methodologies, provides program direction to support staff, and interfaces with Government personnel to effectively allocate resources.

<b>Labor Category Title:</b> LMS Support Help Desk Analyst	
<b>Minimum Experience:</b>	3 years
<b>Minimum Education:</b>	Associate
<b>Functional Requirements:</b>	Manages day to day tier 1 and tier 2 LMS help desk requests. Runs LMS reporting functions. Troubleshoots and performs triage on courseware integration issues for escalation to tier 3 and 4.

<b>Labor Category Title:</b> LMS Administrator	
<b>Minimum Experience:</b>	3 years
<b>Minimum Education:</b>	Bachelors
<b>Functional</b>	Manages all aspects of Learning Management System (LMS) governance,

<b>Requirements:</b>	functionality, content, quality, and other LMS tasks. Manages deployment of LMS delivered training, including loading, testing and debugging of e-learning courseware.
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<b>Labor Category Title:</b> LMS System Administrator	
<b>Minimum Experience:</b>	5 years
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Provides expertise in all aspects of Learning Management System (LMS) governance, functionality and quality. Leads development of business requirements for learning management, LMS evaluation and selection and LMS implementation. Determines overall LMS strategy, identifies and ensures implementation of LMS best practices, develops effective training deployment strategies, determines content management strategies.

<b>Labor Category Title:</b> Learning Management Consultant - Instructor	
<b>Minimum Experience:</b>	5 years
<b>Minimum Education:</b>	Bachelors
<b>Functional Requirements:</b>	Provides subject matter expertise support to all types of training development projects, including content review and feedback to development staff, as well as delivery of the training. Responsible for and provides technical expertise and instruction according to customer specifications and standards (operate, maintain, and repair in classroom or laboratory settings). Develops courseware/content in specific technical subject matter area. Conducts training analysis, designs and develops training curricula, designs and develop multimedia/web storyboards and training, and measures and evaluates effectiveness of training.

*The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to 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 SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract."*