

# LABOR CATEGORIES, DESCRIPTIONS AND RATES

## GENERAL SERVICES ADMINISTRATION Federal Supply Service

Contract number: [GS-10F-0228P](#)  
Contract period: 3/4/2014 through 3/3/2019

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## LABOR CATEGORIES, DESCRIPTIONS AND RATES

Labor Category	Minimum Education	Minimum Years of Experience	Labor Category Description	Hourly Rate
<b>Director</b>	Ph.D.	20 years or equivalent	Directors are leaders in specific fields or sectors. Duties include assignments of long duration which are complex and involve multiple projects or departments. Has overall responsibility for department and project financial management.	\$172
<b>Senior Program Manager</b>	Master's	15 years or equivalent	Manager leads diverse teams to deliver best value to the client in complex programs. They identify and select appropriate personnel and resources for programs. Manages the delivery of training programs. Ensures that the training programs meet federal, state, and local regulations. Measures the impact of programs and learning activities. Can use a wide degree of creativity and latitude. Works with clients to ensure validity of training plans.	\$150
<b>Program Manager</b>	Master's	10 years or equivalent	Manager leads diverse teams to deliver best value to the client in complex programs. They identify and select appropriate personnel and resources for programs. Measures the impact of programs and learning activities. Works with clients to ensure validity of training plans.	\$131
<b>Senior Project Manager</b>	Master's	15 years or equivalent	Responsible for multiple projects to include technical leadership, quality control and timeliness of all deliverables. Provide preparation of support plans, logistical and other documents. Review of all financial and logistical information on a periodic basis, and verbal and written presentations as required.	\$110
<b>Project Manager</b>	Bachelor's	5 years or equivalent	Responsible for a project's technical leadership, quality control and timeliness of all deliverables. Provide preparation of support plans, logistical and other documents. Review of all financial and logistical information on a periodic basis, and verbal and written presentations as required.	\$90
<b>Program Coordinator</b>	Bachelor's	10 years or equivalent	Program coordinators have expertise in such specific functional areas as contract management, human resources, accounting, and home office coordination.	\$75
<b>Senior Program Specialist</b>	Bachelor's	10 years or equivalent	Responsibilities include logistical arrangements; coordination of meetings; data entry and tracking for contracts and enrollments; processing invoices and other project documents.	\$77

Labor Category	Minimum Education	Minimum Years of Experience	Labor Category Description	Hourly Rate
<b>Program Specialist</b>	Bachelor's	5 years or equivalent	Responsibilities include preparing detailed specifications for training programs. Outlines and creates instructional materials suitable for electronic submission.	\$64
<b>Senior Program Technician</b>	Bachelor's	10 years or equivalent	Responsible for the tracking of several contracts and financial information. Format reports and other written presentations.	\$61
<b>Program Technician</b>	Bachelor's	5 years or equivalent	Performs a variety of training tasks which are concerned with the design and implementation of training programs including supporting facilities and or equipment.	\$56
<b>Senior Program Assistant</b>	Associate's	3 years or equivalent	Responsible for specific program administrative functions such as data entry, clerical duties and filing. Position requires minimum supervision.	\$45
<b>Program Assistant</b>	High school diploma	1 year	Responsible for specific program administrative functions such as data entry, clerical duties and filing. Position requires direct supervision.	\$37
<b>Subject Matter Expert I</b>	Master's	15 years	Seasoned leaders in a given subject area, has extensive experience in subject matter applications, real world relevant expertise and federal government applications. A PhD is strongly preferred, but not required.	\$260
<b>Subject Matter Expert II</b>	Master's	10 years	A leader in a given subject area, has extensive experience in subject matter applications, real world relevant expertise and federal government applications. A PhD is preferred, but not required.	\$195
<b>Subject Matter Expert III</b>	Bachelor's	5 years	An expert in a given subject area, has extensive experience in subject matter applications, real world relevancy and is familiar with federal government applications. A Master's is preferred, but not required.	\$129
<b>Consultant I</b>	Master's	15 years	Seasoned expert in a specific functional areas. Works on large complex projects. Expertise applicable to management, organization, and business improvement areas. Work at the most senior level of client organizations and serve as a resource to clients and colleagues. Leads and supervises teams. A PhD is strongly preferred, but is not required.	\$260

Labor Category	Minimum Education	Minimum Years of Experience	Labor Category Description	Hourly Rate
<b>Consultant II</b>	Master's	10 years	Expert in specific functional areas. Work on medium to large complex projects. Expertise applicable to management, organization, and business improvement areas. Can work at the senior level of client organizations and serve as a resource to clients and colleagues. Leads and supervises teams. A Ph D is strongly preferred, but is not required.	\$182
<b>Consultant III</b>	Bachelor's	5 years	An expert in a specific functional areas. Work on medium sized projects. Expertise applicable to management, organization, and business improvement areas. Work at the functional level of client organizations and serve as a resource to clients and colleagues. A Master's is strongly preferred, but is not required.	\$117
<b>Facilitator I</b>	Master's, PhD preferred	15 years	Expertise and experience in all aspects of facilitation of conferences, meeting, and teamwork and in preparing reports. Uses problem solving and dispute resolution techniques. Provides support to teams, working groups, and other collaborative efforts. A PhD is strongly preferred but not required.	\$234
<b>Facilitator II</b>	Master's, PhD preferred	10 years	Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help the client define the problem, map an approach and achieve meeting objectives and outcomes. Provides group management skills and expertise in all facets of a meeting. Also has extensive consulting experience. A PhD is preferred but not required.	\$155
<b>Facilitator III</b>	Bachelor's, Master's preferred	5 years	Prepares for and conducts formal classroom and/or instructor-assisted synchronous training, workshops, and seminars. Links training to business, performance, and learning objectives. A Master's is preferred but not required.	\$117
<b>Instructional Designer I</b>	Master's, PhD preferred	15 years	Provides instructional design and development services to training projects. Designs, develops, and evaluates pilot training programs. Expertise and experience in developing technology mediated instruction. Reviews and recommend training materials to clients. Observes training delivery to ensure course objectives are met. A PhD is preferred but not required.	\$208

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<b>Instructional Designer II</b>	Master's	10 years	Conducts detailed analysis of customer requirements and develops tools to provide the most efficient method of instruction delivery. Advises the customer on the most effective method of instruction delivery based on analysis and study.	\$143
<b>Instructional Designer III</b>	Bachelor's	5 years	Assists in the design, development, test, and modification of training tools to resolve unique instructional difficulties.	\$104

Education Equivalency Table	
Associate Degree	Equals 2 years of relevant work history
Bachelor's Degree	Equals 4 years of relevant work history
Master's Degree	Equals 6 years of relevant work history
Doctorate Degree	Equals 8 years of relevant work history

### **Authorized Federal Supply Schedule Price List**

Click here for 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 web-address GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

## CONTRACT ADMINISTRATION SOURCE

Business size: **Other than Small Business**

1a. Table of awarded special item number(s):

**874 - 1** *Integrated Consulting Services*

**874 - 4** *Instructor Led Training, Web Based Training and Education course Development and Test Administration, Learning Management, Internships*

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

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

2. Maximum order: **\$1,000,000**

3. Minimum order: **\$100**

4. Geographic coverage (delivery area): **Worldwide**

5. Point(s) of production (city, county, and State or foreign country): Washington, DC and Graduate School offices nationwide

6. Discount from list prices or statement of net price: **All prices reflect the net price.**

7. Quantity discounts: **None offered.**

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

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:  
**Government purchase cards are accepted above the micro-purchase level.**

10. Foreign items (list items by country of origin): **None**

- 11a. Time of delivery: **Specified on the task order**
- 11b. Expedited Delivery. **Specified on the task order.**
- 11c. Overnight and 2-day delivery. **Specified on the task order.**
- 11d. Urgent Requirements. **Specified on the task order.**
12. F.O.B. point(s): **Destination**
- 13a. Ordering address(es):  
**Graduate School USA**  
**Attn: Al Tyree**  
**600 Maryland Ave., SW, Suite 180**  
**Washington, DC 20024**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment address(es): For EFT payment information, contact Accounting & Finance:  
**Phone: 202.314.3353 Fax: 202.479.4895**
15. Warranty provision: **Not applicable**
16. Export packing charges, if applicable: **Not applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **See 9a and 9b above.**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **Not applicable**
19. Terms and conditions of installation (if applicable): **Not applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **Not applicable**
- 20a. Terms and conditions for any other services (if applicable): **Not applicable**
21. List of service and distribution points (if applicable): **Not applicable**
22. List of participating dealers (if applicable): **Not applicable**
23. Preventive maintenance (if applicable): **Not applicable**

- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **Not applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): **Specified on the task order.**
25. Data Universal Number System (DUNS) number: **040535536**
26. Notification regarding registration in Central Contractor Registration (SAM) database: **The Graduate School is registered in the SAM database.**