

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

Multiple Award Schedule
Information Technology & Professional Services Categories



Contract Number: 47QTCA23D001P
Period Covered by Contract: 10/20/2022 through 10/19/2027
Pricelist Effective: 10/20/2022 Mod: A853

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Business Size: Small Business

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov



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Customer Information

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	Description
54151S	Information Technology Professional Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	Order Level Materials

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. **Not applicable to services**
- 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.
Please see page 7 for Labor Category Descriptions
Please see page 13 for Labor Rates

2. Maximum order.

SIN	MOL
54151S	500,000
541611	1,000,000

3. Minimum order **\$100.00**
4. Geographic coverage (delivery area). **Domestic and overseas**
5. Point(s) of production. **USA**
6. Discount from list prices or statement of net price. **15% off commercial rates**
7. Quantity discounts. **1% on Task Orders of \$5M or more**
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**
- 9a. Notification that Government purchase cards are accepted at or below the micro- purchase threshold. **YES, Government Purchase Cards are accepted below the micro-purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **YES, Government Purchase Cards are accepted above the micro-purchase threshold.**
10. Foreign items. **None**
- 11a. Time of delivery. **Determined at task order**
- 11b. Expedited Delivery. **Contact Contractor**



- 11c. Overnight and 2-day delivery. **Contact Contractor**
- 11d. Urgent Requirements. **Contact Contractor.**
12. F.O.B. point(s). **FOB Destination**
- 13a. Ordering address(es). **Same as contractor's address.**
- 13b. 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.
14. Payment address(es) **Same as contractor's address.**
15. Warranty provision. **Standard Commercial Warranty.**
16. Export packing charges, if applicable. **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **YES, Government Purchase Cards are accepted above the micro-purchase threshold.**
18. Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**
19. Terms and conditions of installation (if applicable). **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). See Warranty for Repair Parts, If Applicable. **N/A**
- 20a. Terms and conditions for any other services (if applicable) **N/A**
21. List of service and distribution points (if applicable). **N/A**
22. List of participating dealers (if applicable). **N/A**
23. Preventive maintenance (if applicable). **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **None**
- 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. The EIT standards can be found at: <https://www.section508.gov/> **N/A**
25. Unique Entity ID (UEI) number. **TK4MGWTEMMZ9**
26. Notification of registration in System for Award management (SAM) database.
Contractor is Active in SAM Exp Date: 09/29/2023



ITC standard regulations

1) Organizational Conflicts Of Interest

a) Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b) To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508

2) Services Performed

a) All services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

3) **Travel.** Any Contractor travel required in the performance of services must comply with the Pub. L. 99-234 and FAR Part 31.205-46, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

4) Warranty

a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

b) The Contractor's commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements, if applicable.

c) Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

Regulation Number	Regulation Title/Comments
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)
52.222-48	EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR MAINTENANCE, CALIBRATION, OR REPAIR OF CERTAIN EQUIPMENT CERTIFICATION (MAY 2014)
52.223-19	COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)
52.223-2	AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)
52.229-1	STATE AND LOCAL TAXES (APR 1984)
52.222-62	PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)
52.223-13	ACQUISITION OF EPEAT - REGISTERED IMAGING EQUIPMENT (JUN 2014)
52.223-14	ACQUISITION OF EPEAT® - REGISTERED TELEVISIONS (JUN 2014)
52.223-16	ACQUISITION OF EPEAT® - REGISTERED PERSONAL COMPUTER PRODUCTS (OCT 2015)
552.238-115	SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)
552.238-107	TRAFFIC RELEASE (SUPPLIES) (MAY 2019)
552.238-73	IDENTIFICATION OF ELECTRONIC OFFICE EQUIPMENT PROVIDING ACCESSIBILITY FOR THE HANDICAPPED (MAY 2019)
552.238-86	DELIVERY SCHEDULE (MAY 2019)
552.238-89	DELIVERIES TO THE U.S. POSTAL SERVICE (MAY 2019)
552.238-90	CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2019)
552.238-91	MARKING AND DOCUMENTATION REQUIREMENTS FOR SHIPPING (MAY 2019)
552.238-92	VENDOR MANAGED INVENTORY (VMI) PROGRAM (MAY 2019)
552.238-93	ORDER ACKNOWLEDGMENT (MAY 2019)
552.238-94	ACCELERATED DELIVERY REQUIREMENTS (MAY 2019)



Labor Category Descriptions

SIN 54151S

Labor Category	Minimum Education	Minimum Years of Experience
Technical Director	Masters	20
Principal IT Consultant	Masters	15
Staff IT Consultant	Bachelors	10
Senior IT Consultant	Bachelors	5
IT Consultant	Bachelors	2

Please note: For all labor categories, the following education/work substitution applies: Associates degree is equal to two years of experience, Bachelors degree is equal to four years of experience, Masters degree is equal to six years of experience, and Doctoral degree is equal to ten years of experience.

BPS defines five labor categories, from Technical Director to IT Consultant. All labor categories are for IT services only. For management consulting and related professional services, please see SIN 541611.

The following sections define the qualifications for each labor category.

Commercial Job Title: Technical Director

- **Minimum/General Experience:** Twenty years in a related field, including ten years in a management/lead position.
- **Functional Responsibility:** Provides expert-level IT advisory and oversight services to define or evaluate IT initiatives for programs and companies. Possesses and applies recognized expertise in the IT field and one or more technical specialties or business domains to provide leadership and guidance across multiple IT programs. Recognizes emerging needs and establishes goals and IT program priorities to achieve organizational objectives. Leads formulation of IT strategies using a variety of analytical methods. Analyzes strategic technical alternatives, coordinates engagement of key stakeholders, and recommends strategic solutions. Leads engagement of key stakeholders (including senior customer staff) across organizational units to define and achieve business objectives using IT solutions.
- **Minimum Education:** Masters degree in computer science, engineering, math, physics, or technical field related to the work performed, or equivalent additional experience. Equivalent additional experience is any combination of relevant work and formal education totaling eight years. Education beyond minimum education requirement counts toward experience requirement.

Commercial Job Title: Principal IT Consultant

- **Minimum/General Experience:** Fifteen years in a related field, including five years in a management/lead position.

- **Functional Responsibility:** Performs IT advisory, oversight, and management functions to define or evaluate strategic IT solutions to important initiatives. Works collaboratively with senior personnel across organizational units to define and achieve business objectives using IT solutions. Uses extensive experience and knowledge in the IT field to provide leadership and guidance across multiple IT projects. Participates in the development of program goals and develops effective IT strategies to meet them. Coordinates formulation of IT strategies using a variety of analytical methods. Analyzes technical alternatives, estimates costs, and assesses return on investment for IT solutions. Participates as needed in various phases of software development with emphasis on planning, analysis, design, and validation to ensure alignment of solutions with business needs, available resources, and best practices. Performs rigorous analysis of information system technologies, products, designs, and implementations to ensure development of cost-effective solutions that meet business needs. Has primary responsibility for technical, schedule, and cost performance on one or more IT projects.
- **Minimum Education:** Masters degree in computer science, engineering, math, physics, or technical field related to the work performed, or equivalent additional experience. Equivalent additional experience is any combination of relevant work and formal education totaling six years. Education beyond minimum education requirement counts toward experience requirement.

Commercial Job Title: Staff IT Consultant

- **Minimum/General Experience:** Ten years in a related field, including three years in a management/lead position.
- **Functional Responsibility:** Leads or coordinates IT projects to achieve specified objectives. Works directly with customers to define needs, develop solutions, and plan work. Works directly with customers to help define needs, acquire solutions, and plan work. Uses experience and knowledge in the IT field to formulate/evaluate innovative and practical solutions. Participates as needed in various phases of software development in a consultative capacity with emphasis on design, implementation, and verification to achieve successful solution delivery. Leads preparation of analysis, evaluations, and recommendations for proper implementation of information systems. Defines, documents, and coordinates key IT processes and mechanisms for stakeholder management, change management, communications management, security authorization, system verification, and user acceptance testing. Assesses compliance with IT standards, laws, and best practices. Verifies critical portions of the overall IT solution and supports implementation/rollout. Uses extensive knowledge of IT solution patterns, alternative tools, programming languages, and methods to synthesize and evaluate innovative IT solutions to complex problems. Performs complex tasks without supervision, and typically supervises other project team members. Has responsibility for technical, schedule, or cost performance for a project.
- **Minimum Education:** Bachelors degree in computer science, engineering, math, physics, or technical field related to the work performed, or equivalent additional experience. Equivalent additional experience is any combination of relevant work and formal education totaling four years. Education beyond minimum education requirement counts toward experience requirement.



Commercial Job Title: Senior IT Consultant

- **Minimum/General Experience:** Five years in a related field.
- **Functional Responsibility:** Leads various IT activities to achieve task objectives. Works as part of an IT project team to refine requirements and define solutions. Prepares analysis, evaluations, and recommendations for proper implementation of information systems. Uses specialized knowledge of contemporary tools, programming languages, or methods to assess or verify portions of the overall IT solution. Participates as needed in IT processes for system design, implementation, and verification. Prepares analysis, evaluations, and recommendations for proper implementation of information systems. Leads and prepares responses to data calls to support project reporting as required for IT process compliance and oversight. Performs complex tasks with minimal guidance, and occasionally provides oversight of other project team members.
- **Minimum Education:** Bachelors degree in computer science, engineering, math, physics, or technical field related to the work performed, or equivalent additional experience. Equivalent additional experience is any combination of relevant work and formal education totaling four years. Education beyond minimum education requirement counts toward experience requirement.

Commercial Job Title: IT Consultant

- **Minimum/General Experience:** Two years in a related field.
- **Functional Responsibility:** Works as part of an IT project team to help define, implement, or verify key components of the overall solution within a specified framework using knowledge of contemporary tools, programming languages and methods. Participates as needed in IT processes for system implementation and verification. Performs verification of systems to ensure business requirements were met. Supports effective administration of IT projects by tracking and assessing requirements, tasks, issues, risks, and costs. Analyzes data required for IT project reporting and oversight as required by IT standards, laws, and best practices. Performs complex tasks with some guidance.
- **Minimum Education:** Bachelors degree in computer science, engineering, math, physics, or technical field related to the work performed, or equivalent additional experience. Equivalent additional experience is any combination of relevant work and formal education totaling four years. Education beyond minimum education requirement counts toward experience requirement.

Labor Category	Minimum Education	Minimum Years of Experience
Subject Matter Expert III	Bachelors	15
Subject Matter Expert II	Bachelors	10
Subject Matter Expert I	Bachelors	5
Program/Project Manager III	Bachelors	8
Program/Project Manager II	Bachelors	5
Program/Project Manager I	Bachelors	2
Management Consultant III	Bachelors	8
Management Consultant II	Bachelors	5
Management Consultant I	Bachelors	2
Systems Analyst III	Bachelors	8
Systems Analyst II	Bachelors	5
Systems Analyst I	Bachelors	2
Business Analyst III	Bachelors	6
Business Analyst II	Bachelors	3
Business Analyst I	Bachelors	0
Associate Business Analyst	High School	0

Please note: For all labor categories, the following education/work substitution applies: Associates degree is equal to two years of experience, Bachelors degree is equal to four years of experience, Masters degree is equal to six years of experience, and Doctoral degree is equal to ten years of experience.

Subject Matter Expert III-II-I

Provides expert consultation, analysis, and advice in specific subject areas to projects, programs, and senior leadership. Applies domain-specific knowledge, concepts, principles, techniques, and tools to gather facts, research and analyze data, develop conclusions, define innovative solutions, and formulate recommendations. Has education, experience, or certifications relevant to the specific subject area.

Program/Project Manager III-II-I

Provides the management, coordination, and completion of projects. Oversees all aspects of projects and responsible for the delivery of contractual obligations. Leads and directs the work of others and serves as the primary point of contact and day-to-day interaction with client helping to ensure successful program management through performance reviews and monitoring budget allotments, issues resolution, and technical implementation. Utilizes industry standards and best practices in setting deadlines, assigning responsibilities, monitoring and summarizing progress of projects.



Prepares reports for senior management regarding status of projects. Performs a variety of tasks and manages local and project resources, administration of project work plans and processes, budget activities, and quality control practices. Assumes responsibility for managing engagement issues and outlining project work plans and deliverables. Reviews engagement scope for consistency with overall firm and client objectives. Has relevant education, experience, or applicable certifications.

Management Consultant III-II-I

Possesses and provides broad knowledge in one or more specific areas and specialized knowledge relevant to an assigned project. Contributes to work plan development, attainment of engagement milestones, and often leads specific project tasks. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Project Manager. Assists in the preparation of technical reports, briefings, and other technical and business documents. Supports project management activities, acquisition management activities, change management and training activities. Possess demonstrated knowledge and understanding of goals and objectives of the client; works with clients to develop solutions to meet goals and objectives. Has relevant education, experience, or applicable certifications.

Systems Analyst III-II-I

Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of moderately complex systems engineering, systems technology, support systems, program management, or other related programs. Applies logical analyses or test and evaluation on all programs within the contractual Scope. Performs comprehensive analysis of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor- or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases or broader, more complex projects. Plans and conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Is well-versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems. Independently leads proof of concept tasks. Has relevant education, experience, or applicable certifications.

Business Analyst III-II-I

Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Works with clients to understand business processes and workflows, builds models of processes using frameworks incorporating quantitative information such as process times and workflow routing. Analyzes business models to identify bottlenecks and constraints to current process models as well as identifies potential improvements and reusable processes that can be implemented. Documents process improvements, provides guidance and training to staff on improved processes, and provides presentations to management on risks and benefits of new processes. Integrates system or organizational process models into enterprise-level models to ensure maximum productivity and efficiency as well as oversees and provides guidance on testing of



improved processes and ultimate implementation of new processes. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations. Gathers business requirements, model process flows, and design use cases. Responsible for analysis, validation, research, planning, and design in support of projects. Possesses the ability to use a variety of word processing, spreadsheet, graphical, and scheduling tools. Ability to gather and convert highly technical concepts and data into understandable, written narrative. Experience with and knowledge of business operations, business processes, and/or technology environments. Has relevant education or applicable certifications.

Associate Business Analyst

Provides business analysis support to projects. Inputs various lists of items, numbers, or other data into computers or complete forms that appear on a computer screen. Manipulates existing data, edits information, or proofreads entries into database for accuracy. Analyzes user needs to determine functional and cross-functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Education and experience commensurate with a more junior-level role.



Labor Rates

SIN 54151S

Government Site Rates

Labor Category	10/20/22	10/20/23	10/20/24	10/20/25	10/20/26
	– 10/19/23	– 10/19/24	– 10/19/25	– 10/19/26	– 10/19/27
Technical Director	\$210.42	\$218.21	\$226.28	\$234.65	\$243.34
Principal IT Consultant	\$190.92	\$197.98	\$205.31	\$212.91	\$220.79
Staff IT Consultant	\$158.20	\$164.05	\$170.12	\$176.41	\$182.94
Senior IT Consultant	\$110.71	\$114.81	\$119.06	\$123.47	\$128.03
IT Consultant	\$82.71	\$85.77	\$88.95	\$92.24	\$95.66

Contractor Site Rates

Labor Category	10/20/22	10/20/23	10/20/24	10/20/25	10/20/26
	– 10/19/23	– 10/19/24	– 10/19/25	– 10/19/26	– 10/19/27
Technical Director	\$227.28	\$235.70	\$244.42	\$253.47	\$262.85
Principal IT Consultant	\$206.30	\$213.93	\$221.85	\$230.07	\$238.58
Staff IT Consultant	\$170.82	\$177.14	\$183.69	\$190.49	\$197.54
Senior IT Consultant	\$119.56	\$123.98	\$128.56	\$133.32	\$138.26
IT Consultant	\$89.66	\$92.98	\$96.41	\$99.98	\$103.68



SIN 541611

Government Site Rates

Labor Category	10/20/22 – 10/19/23	10/20/23 – 10/19/24	10/20/24 – 10/19/25	10/20/25 – 10/19/26	10/20/26 – 10/19/27
Subject Matter Expert III	\$276.80	\$287.03	\$297.65	\$308.66	\$320.08
Subject Matter Expert II	\$251.64	\$260.95	\$270.60	\$280.61	\$290.99
Subject Matter Expert I	\$226.48	\$234.86	\$243.55	\$252.55	\$261.89
Program/Project Manager III	\$191.21	\$198.29	\$205.62	\$213.23	\$221.12
Program/Project Manager II	\$171.07	\$177.40	\$183.96	\$190.77	\$197.83
Program/Project Manager I	\$150.93	\$156.51	\$162.31	\$168.31	\$174.54
Management Consultant III	\$226.48	\$234.86	\$243.55	\$252.55	\$261.89
Management Consultant II	\$206.34	\$213.97	\$221.89	\$230.11	\$238.62
Management Consultant I	\$186.21	\$193.10	\$200.24	\$207.65	\$215.34
Systems Analyst III	\$191.21	\$198.29	\$205.62	\$213.23	\$221.12
Systems Analyst II	\$171.07	\$177.40	\$183.96	\$190.77	\$197.83
Systems Analyst I	\$150.93	\$156.51	\$162.31	\$168.31	\$174.54
Business Analyst III	\$171.07	\$177.40	\$183.96	\$190.77	\$197.83
Business Analyst II	\$150.93	\$156.51	\$162.31	\$168.31	\$174.54
Business Analyst I	\$130.88	\$135.73	\$140.75	\$145.95	\$151.36
Associate Business Analyst	\$46.18	\$47.89	\$49.66	\$51.50	\$53.40

Contractor Site Rates

Labor Category	10/20/22 – 10/19/23	10/20/23 – 10/19/24	10/20/24 – 10/19/25	10/20/25 – 10/19/26	10/20/26 – 10/19/27
Subject Matter Expert III	\$298.96	\$310.03	\$321.49	\$333.39	\$345.72
Subject Matter Expert II	\$271.78	\$281.83	\$292.26	\$303.07	\$314.29
Subject Matter Expert I	\$244.60	\$253.65	\$263.03	\$272.77	\$282.86
Program/Project Manager III	\$206.52	\$214.16	\$222.08	\$230.30	\$238.82
Program/Project Manager II	\$184.79	\$191.63	\$198.72	\$206.08	\$213.70
Program/Project Manager I	\$163.07	\$169.11	\$175.37	\$181.85	\$188.58
Management Consultant III	\$244.60	\$253.65	\$263.03	\$272.77	\$282.86
Management Consultant II	\$222.79	\$231.03	\$239.58	\$248.44	\$257.63
Management Consultant I	\$201.06	\$208.49	\$216.21	\$224.21	\$232.50
Systems Analyst III	\$206.52	\$214.16	\$222.08	\$230.30	\$238.82
Systems Analyst II	\$184.79	\$191.63	\$198.72	\$206.08	\$213.70
Systems Analyst I	\$163.07	\$169.11	\$175.37	\$181.85	\$188.58
Business Analyst III	\$184.79	\$191.63	\$198.72	\$206.08	\$213.70
Business Analyst II	\$163.07	\$169.11	\$175.37	\$181.85	\$188.58
Business Analyst I	\$141.34	\$146.57	\$151.99	\$157.61	\$163.45
Associate Business Analyst	\$49.95	\$51.80	\$53.71	\$55.70	\$57.76

Notes:

- Government site rates apply when personnel are assigned full time for a minimum of six months to a government site where office space and support facilities (desk, workstation, telephone, network, printers, copiers, etc.) are provided.
- Contractor site rates include office space and support facilities (desk, workstation, telephone, network, printers, copiers, etc.).



Other direct costs not included in the labor rates include out-of-area travel and materials required specifically for a project (such as specialized software). Travel is billed using Federal per-diem rates. Materials costs are billed at actual cost. In all cases, other direct costs must be approved in advance by the customer.