

Mission Oriented Business Integrated Services (MOBIS)



Global Evaluation & Applied Research Solutions (GEARS), Inc.



Business Type: Small, Disadvantaged WOSB/EDWOSB

Contract Number: GS-10F-0536N

Contract Period: 8/19/2003 – 8/18/2018

Special Item Numbers (SINs): 874-1

Global Evaluation & Applied Research Solutions (GEARS), Inc.

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Small, Disadvantaged WOSB/EDWOSB

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



Contract Number: GS-10F-0536N

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Global Evaluation & Applied Research Solutions Inc.

Contract GS-10F-0536N; SIN 874-1: Integrated Consulting Services

Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): 874-1

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: \$10,000,000

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): Domestic only (U.S. States and territories)

5. Point(s) of production (city, county, and State or foreign country): same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment

7. Quantity discounts: None Offered

8. Prompt payment terms: None Offered

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

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

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

11a. Time of delivery. (Contractor insert number of days.): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. : Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor

12. F.O.B. point(s): Destination

13a. Ordering address(es): Same as company 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 company address

15. Warranty provision: Contractor's 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): Contact Contractor

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): 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).

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/ or contact Contractor.

25. Data Universal Number System (DUNS) number:
156919487

26. Notification regarding registration in Central Contractor Registration (CCR)
Database: Registered



About GEARs

Who we are

Global Evaluation & Applied Research Solutions (GEARS), Inc. is a management consulting firm founded in 2002. We are a woman-owned business with two locations: Decatur, Georgia; and Lanham, Maryland. We also have access to a wide variety of expert consultants located throughout the United States. GEARs is a self-certified small disadvantaged business. Additionally, GEARs is listed in the SBA repository of WOSB and EDWOSB-certified businesses. GEARs was awarded the GSA MOBIS contract in 2003 (GS-10F-0536N) and agency-specific contracting vehicles, one from the Centers for Disease Control and Prevention (CDC NCHM IDIQ) in 2007 and the other from the Department of Health and Human Services (DHHS) Program Support Center (PSC IDIQ) in 2008. In 2012, GEARs was also awarded IT 70 and AIMS schedules by GSA. Our website address is www.getingears.com.

We are organized into an institute and three divisions, reflecting our primary core competencies: GEARs Research Institute, Division of Evaluation & Applied Research, Division of Organizational Management, and the Division of Information Technology Services. Listed below are services provided by each Division.

Division of Evaluation & Applied Research (DEAR)	Division of Technical Assistance and Organizational Management (DTAOM)	Division of Logistics Management (DLM)	Division of Information Technology Services (DITS)
program evaluation	staff augmentation and support	conference and event management	information assurance (security policy, standards compliance, application and infrastructure testing)
training and technical assistance	professional development training	committee management and meetings	C&A, IV&V and 508 Compliance assessments
needs assessments	management studies	expert panel and work group meetings	website and content management system design, hosting and development
applied research	development of organizational policies and procedures	registration websites/databases	quality assurance software testing
focus group research	technical assistance	FTR-compliant travel arrangements and honoraria	database and application design and development
customer/client assessment	strategic planning	theme and graphics design	Intranet design and development
culturally competent research designs	program/organizational assessment, diagnosis, and development	conference program booklet layouts	IT HelpDesk Services
cultural competence training	executive coaching	assistive technologies to support meeting activities	security awareness training

Our Clients

Government Agencies	Foundations/Non-profit Organizations/Academia	Community Based Organizations
<p>Federal</p> <ul style="list-style-type: none"> ➤ U.S. Department of Commerce ➤ U.S. Department of Education ➤ U.S. Department of Health and Human Services <ul style="list-style-type: none"> ➤ Assistant Secretary/Office on Women’s Health ➤ Centers for Medicare and Medicaid Services ➤ Centers for Disease Control and Prevention ➤ Health Resources and Services Administration ➤ Food and Drug Administration ➤ Office of the Surgeon General ➤ Substance Abuse and Mental Health Services Administration ➤ U.S. Environmental Protection Agency ➤ U.S. Department of Justice ➤ U.S. Department of State ➤ National Science Foundation <p>Local</p> <ul style="list-style-type: none"> ➤ Boston Public Health Commission 	<ul style="list-style-type: none"> ➤ Advocates for Youth ➤ CDC Foundation ➤ Ford Foundation ➤ Healthcare Georgia Foundation ➤ National Association of Chronic Disease Directors ➤ National Estuarine Research Reserve Association ➤ National Minority AIDS Council ➤ University of Massachusetts/Boston 	<ul style="list-style-type: none"> ➤ Multicultural AIDS Coalition (Boston) <hr/> <p>Commercial</p> <ul style="list-style-type: none"> ➤ RTI International



Contract GS-10F-0536N

North American Industry Classification System (NAICS) Codes

#	NACIS Code	Description
1	541611	Administrative Management and General Management Consulting Services
2	541511	Custom Computer Programming Services
3	541512	Computer Systems Design Services
4	541513	Computer Facilities Management Services
5	541519	Other Computer Related Services
6	541612	Human Resources and Executive Search Consulting Services
7	541613	Marketing Consulting Services
8	541614	Process, Physical Distribution, & Logistics Consulting Services
9	541618	Other Management Consulting Services
10	541690	Other Scientific & Technical Consulting Services
11	541720	Research & Development in the Social Sciences & Humanities
12	541990	All Other Professional Scientific, & Technical Services
13	561110	Office Administrative Services
14	561320	Temporary Help Services
15	561499	All Other Business Support Services
16	561920	Convention & Trade Show Organizers
17	561990	All Other Support Services
18	611430	Professional & Management Development Training

Applicability of Service Contract Act (SCA)

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Service Contract Act (SCA) Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Data Abstractor/Entry Clerk	01152 – Data Entry Operator II	2005-2133
Travel Coordinator	01531 – Travel Clerk I	2005-2133
Word Processor/Typist	01611 – Word Processor I	2005-2133



GSA Labor Category Descriptions

Contract GS-10F-0536N; SIN 874-1: Integrated Consulting Services

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Chief Executive	Assigns and hires staff as required to manage projects. Responsible for all managerial and financial aspects of the task. Negotiates costs, deliverable schedules, and serves as primary point of contact for projects. Also provides consultation and coaching strategies to top-level executives and project managers and assists with meeting facilitation and training efforts for professionals.	Master's	10 years
Consultant I	Provide specific expertise in various subject matters. Able to develop project management plans and meet with clients. Possess consulting experience.	Bachelor's	5 Years
Consultant II	Provide specific expertise in various subject matters. Able to develop project management plans and meet with clients. Extensive consulting experience.	Bachelor's	10 Years
Consultant III	Provide specific expertise in various subject matters. Able to develop project management plans and meet with clients. Extensive consulting experience.	Bachelor's	15 Years
Data Abstractor/Entry Clerk	Experience coding data from survey instruments and inputting data into multiple data collection and analysis software including SPSS, and MS Access and Excel.	Some College	2 Years
Database Administrators	Accurately assess data management needs of the client as related to evaluation and organizational development requirements. Create databases and use other data management tools to assist in evaluation designs, training and technical assistance programs, meeting facilitation engagements, and organizational development consultations. All tools are developed in conjunction with either evaluation, organizational diagnosis (strategic planning, organizational assessments, etc.), meeting facilitation, technical assistance, or training consultations. Create database enhancements (such as reports, relational functionality, etc.) to support effective use of evaluation and organizational development recommendations.	Bachelor's	3 years
Database Developer I	Knowledge of multiple database application software including relational Oracle 9/10, SQL Server database technology (in a development or DBA capacity), Access and Visual basics. Ability to work directly with clients, make recommendations and comprehend multiple and simultaneous client requirements. Work with internet based database products.	Bachelor's	3 years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Database Developer II	Knowledge of multiple database application software including relational Oracle 9/10, SQL Server database technology (in a development or DBA capacity), Access and Visual basics. Ability to work directly with clients, make recommendations and comprehend multiple and simultaneous client requirements. Work with internet based database products. Provide supervision to team of developers, create and implement project work plan. Develop project budgets. Develop, integrate and manage data ingestion services that process a wide range of data sources; design and maintain DBMS; track and manage user requirements; administer and control activities related to database planning, architecture, design, and development as well as the establishment of policies and procedures pertaining to data management, availability, integrity, security, utilization and maintenance	Bachelor's	7 Years
Editor (technical)	Ability to improve written documents through review and accurate advice on grammar and word choice. Ability to maintain author's voice in editing a variety of materials, including training, organizational development and evaluation materials. Proofread materials to ensure accuracy.	Bachelor's	3 years
Epidemiologist	Provide epidemiologic research and investigation assistance to clients. Ability to analyze statistical information, draft reports, assess existing epidemiologic investigations, design research methods and procedures and develop reports.	Master's	2 years
Epidemiologist I	Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	Master's	3 Years
Epidemiologist II	Some experience designing and managing epidemiologic studies and/or staff. Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Must be a self-starter, with a demonstrated ability to develop collaborative working relationships and the flexibility to manage multiple, time-critical tasks. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	Master's	7 Years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Epidemiologist III	Substantial experience designing and managing epidemiologic studies and staff. Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Must be a self-starter, with a demonstrated ability to develop collaborative working relationships and the flexibility to manage multiple, time-critical tasks. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	PhD	10 Years
Evaluator	Design and conduct evaluation methods that effectively report effectiveness and efficiency of programs. Ability to design data collection methodology, develop and implement research methods, analyze statistical results, and critical thinking related to evaluation projects and report writing. Prepare and present findings to clients and other relevant audiences.	Bachelor's	1 year
Executive Coach Level - I	Provide executive level coaching services to agency personnel. Run and interpret personality profile tools, advise managers and executives about program planning, communications issues, and other organizational matters.	Bachelor's	5 Years
Executive Coach Level - II	Provide executive level coaching services to senior-level clients. Run and interpret personality profile tools, advise managers and executives about program planning, communications issues, and other organizational matters.	Master's	7 Years
Executive/Administrative Support	Provide overall administrative support for executive level staff. Able to generate communication products with limited supervision and guidance. Able to manage executive level calendars and support project plans. Strong organizational and communications skills.	High School diploma	2 years
Graphics Designer I	Use knowledge of current graphic design software to produce graphic art and visual materials for documents, figures, tables, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generate and manipulate graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Provide creative development and graphic design for media kits, brochures, one-sheets, web banners and other materials. Extensive knowledge of InDesign, Illustrator, Photoshop, PowerPoint, HTML and other graphic desktop publishing software is required. Knowledge and experience in production art, printing, electronic pre-press, promotion and advertising is needed. Some familiarity with MS Word and Excel is essential. Must be familiar with standard concepts, practices, and procedures within a particular field. Rely on limited experience and judgment to plan and accomplish goals.	Bachelor's	2 years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Graphics Designer II	Uses knowledge of current graphic design software to produce graphic art and visual materials for documents, figures, tables, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generate and manipulate graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Provide creative development and graphic design for media kits, brochures, one-sheets, web banners and other materials. Extensive knowledge of InDesign, Illustrator, Photoshop, PowerPoint, HTML and other graphic desktop publishing software is required. Knowledge and experience in production art, printing, electronic pre-press, promotion and advertising is needed. Some familiarity with MS Word and Excel is essential. Must be familiar with standard concepts, practices, and procedures within a particular field. Rely on limited experience and judgment to plan and accomplish goals.	Bachelor's	5 Years
Health Communications Specialist I	Experience developing health communications projects. Possess some technical and subject matter expertise, strong writing and analytical skills.	Master's	5 Years
Health Communications Specialist II	Experience developing health communications projects. Possess technical and subject matter expertise, strong writing and analytical skills. Experience working with clients and strong project management skills.	Master's	7 Years
IT Structural Architect II	Able to create server partition, and prepare for ultimate use. Provide general guidance on IT problems and challenges. Develop written recommendations, guidelines and requirements on organizations' IT infrastructure.	Bachelor's	10 Years
Logistics/Event Coordinator I	Support all aspects of event coordination, including identifying facilities, operating registration/information desks, maintaining accurate registration information, developing event websites with online registration and event information, working with clients' IT teams, securing and providing required meeting amenities, and developing project meeting information. Conduct meetings to keep project team comprised of accomplishments and outcomes.	Bachelor's	2 years
Logistics/Event Coordinator II	Ability to design, implement, and manage complete event planning projects associated with evaluation and other mission-oriented project activities. Able to develop and monitor implementation work plans and budgets, meet with clients and event facility managers and resolve issues that arise during the course of a project. Plan and facilitate project meetings to keep project team comprised of accomplishments and outcomes.	Bachelor's	5 Years
Management Analyst	Provides services primarily related to organizational development, evaluation and training activities. Services include conducting interviews and analyzing and reporting results, developing interview instruments, critical thinking related to organizational development and evaluation projects, and report writing.	Master's	5 years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Medical Epidemiologist I	Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	MD	3 Years
Medical Epidemiologist II	Some experience designing and managing epidemiologic studies and/or staff. Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Must be a self-starter, with a demonstrated ability to develop collaborative working relationships and the flexibility to manage multiple, time-critical tasks. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	MD	7 Years
Medical/Scientific Writer/Editor I	Write, proof, and edit reports, briefing presentations, brochures, and proposals for medical or scientific related projects. The individual will possess knowledge of medical and/or scientific subject matters and experience editing for such journals or publications. Must work in a team environment among other writers, editors, graphic designers and communication planners.	Bachelor's	5 Years
Medical/Scientific Writer/Editor II	Under limited supervision the individual will interface with our customers and technical staff will write, proof, and edit reports, briefing presentations, brochures, and proposals for medical or scientific related projects. The individual will possess knowledge of medical and/or scientific subject matters and experience editing for such journals or publications. Must work in a team environment among other writers, editors, graphic designers and communication planners.	Bachelor's	10 Years
Meeting Recorder	Write, proof and edit events and outcomes of meetings and other events. Ability to quickly process discussions and identify salient points. Efficiency required in MS Word. Ability to transcribe information from recorded media.	Some college	2 years
Operational/Administrative Support I	Provide overall administrative support. Strong organizational and communications skills.	High School diploma	1 Year
Operational/Administrative Support II	Provide overall administrative support. Able to generate communication products with general supervision and guidance. Able to manage executive level calendars and support project plans. Strong organizational and communications skills.	High School diploma	1 Year

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Operations Research Analyst	Provides services to support the design and implementation of program evaluations. Services include data collection, research methods, statistical analyses, critical thinking related to evaluation projects and report writing.	Bachelor's	2 years
Policy Analyst I	Ability to develop project management plan policy development, analysis, assessment, and advisement tasks. Subject matter knowledge, technical knowledge in policy research techniques. General supervision from project leaders.	Master's	1 year
Policy Analyst II	Experience in developing project management plan for policy development, analysis, assessment, and advisement tasks. Subject matter knowledge, technical knowledge in policy research techniques. Provides some degree of supervision and guidance to project team.	Bachelor's	3 Years
Policy Analyst III	Experience in developing project management plan for complex issues, policy development, analysis, assessment, and advisement tasks. Subject matter knowledge, technical knowledge in policy research techniques. Provides supervision and guidance to project team.	Master's	6 Years
Program Coordinator I	Able to manage multiple tasks related to implementing programs. Possess technical and subject matter expertise. Strong project management skills, ability and experience. Strong analytical, data analysis, and report writing skills and experience.	Bachelor's	2 Years
Program Coordinator II	Able to manage multiple tasks related to implementing programs. Possess technical and subject matter expertise. Strong project management skills, ability and experience. Strong analytical, data analysis, and report writing skills and experience.	Bachelor's	3 Years
Project Director - Level I	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Bachelor's	2 Years
Project Director - Level II	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, subject matter knowledge and experience supervise project team, strong analytical, writing, and other communications skills. Partnership development skills, ability and experience.	Bachelor's	5 Years
Project Director - Level III	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, subject matter knowledge and experience, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Master's	10 Years
Project Manager I	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, supervise project team, strong analytical, writing, and other communications skills.	Master's	2 Years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Project Manager II	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, supervise project team, strong analytical, writing, and other communications skills.	Master's	5 Years
Project Manager III	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, supervise project team, strong analytical, writing, and other communications skills.	Master's	7 Years
Research Analyst/Associate I	Technical knowledge in research techniques, moderate supervision and guidance.	Bachelor's	1 Year
Research Analyst/Associate II	Ability to develop project management plan for task, general subject matter knowledge, technical knowledge in research techniques, general supervision and guidance.	Master's	3 Years
Research Assistant I	Ability to conduct project tasks with minimal supervision, general knowledge of research techniques, conduct interviews with minimal supervision, write summaries, and devise data input strategies	Bachelor's	1 Year
Research Assistant II	Ability to conduct project tasks with minimal supervision, general knowledge of research techniques, conduct interviews with minimal supervision, write summaries, and devise data input strategies	Bachelor's	3 Years
Senior Evaluator I	Experience in designing, implementing and reporting program evaluation. Knowledge of qualitative and quantitative methods of data collection for evaluation projects. Able to implement evaluation techniques, and analyze statistical results. Strong analytical, data analysis, and report writing skills and experience.	Master's	3 Years
Senior Evaluator II	Experience in designing, implementing and reporting program evaluation. Knowledge of national, regional, cross-site, qualitative and quantitative methods of data collection for evaluation projects. Able to manage evaluation tasks. Strong analytical, data analysis, and report writing skills and experience.	Master's	7 Years
Senior Evaluator III	Experience in designing, implementing and reporting program evaluation. Extensive knowledge of national, regional, cross-site, qualitative and quantitative methods of data collection for evaluation projects. Able to provide comprehensive experience to clients regarding appropriate evaluation methods and participants. Strong analytical, data analysis, and report writing skills and experience.	PhD	10 Years
Senior Executive - Level I	Provide consultation on program development, organizational mission/vision, and operational budget. Consult with agency senior-level professionals, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Master's	7 Years
Senior Executive - Level II	Provide consultation on program development, organizational mission/vision, and operational budget. Consult with agency senior-level professionals, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Master's	12 Years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Senior Executive - Level III	Provide consultation on program development, organizational mission/vision, and operational budget. Consult with agency senior-level professionals, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Master's	15 Years
Sr. Management Analyst	Provides services primarily related to organizational development, evaluation and training activities. Services include conducting interviews and analyzing and reporting results, developing interview instruments, analyzing interview and other relevant information, critical thinking related to organizational development and evaluation projects, and report writing.	Bachelor's	5 years
Statistical Assistant I	Knowledge of statistical software packages. Able to input data in to statistical software packages. Able to develop and analyze frequency statistics and basic statistical inferences. Expert data entry skills.	Some college	1 year
Statistician - Level I	Experience conducting statistical projects involving multiple methods, able to contribute to the development of work plans, technical expertise in multiple statistical methods, and able to present statistical results to clients. Extensive knowledge of statistical software packages.	Master's	2 Years
Statistician - Level II	Design, manage and conduct statistical projects involving multiple tasks, able to contribute to the development of work plans, technical expertise in multiple statistical methods, and able to present complex statistical results to wide variety of audiences. Extensive knowledge of statistical software packages.	Master's	5 Years
Statistician - Level III	Design, manage and conduct complex statistical projects involving multiple and simultaneous tasks, able to develop work plans and budgets, technical expertise in multiple statistical methods, and able to present complex statistical results to wide variety of audiences. Extensive knowledge of statistical software packages.	PhD	10 Years
Subject Matter Expert I	Provide technical expertise on required subjects.	Bachelor's	3 Years
Subject Matter Expert II	Provide technical expertise on required subjects.	Bachelor's	5 Years
Subject Matter Expert III	Provide technical and scientific expertise on required subjects.	Bachelor's	7 Years
Subject Matter Expert IV	Provide technical and scientific expertise on required subjects.	Bachelor's	10 Years
Subject Matter Expert V	Provide technical guidance on political matters.	Bachelor's	10 Years
Subject Matter Expert VI	Provide technical guidance on political matters.	Bachelor's	15 Years
Training and Development Specialist	Develop and conduct customized training programs. Knowledge of curriculum development, development of training handout materials, and presentation software packages such as PowerPoint. Ability to accurately present training messages to varied audiences (i.e., professionals, support professionals, etc.). Provide meeting facilitation services, including handout development, and report development.	Bachelor's	3 years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Travel Coordinator	Able to develop project management systems to manage all aspects of travel related to evaluation and other mission-oriented projects. Able to work with network of travel coordinators. Strong knowledge of GSA travel regulations. Able to manage other travel staff.	Bachelor's	1 Year
Website Designer I	Knowledge of and experience with multiple design software packages. Experience developing websites using latest technology. Requires general supervision.	Bachelor's	1 Year
Website Designer II	Knowledge of and experience with multiple design software. Experience developing websites using latest technology. Experience working with clients in multiple environments.	Bachelor's	2 Years
Word Processor/Typist	Type a variety of documents from handwritten notes, emails, and dictated material. Create original documents from documents contained in varied software packages. Develop mail merge lists, merged documents, and original documents using cut-paste techniques. Proofread materials to ensure accuracy.	High School diploma	1 years
Writer (technical)	Ability to create reports and other written materials from a variety of sources. Ability to effectively gather all information pertinent to the creation of technical and non-technical documents. Proofread materials to ensure accuracy.	Bachelor's	3 years
Writer Editor I	Write, proof, and edit reports, briefing presentations, brochures, and proposals for assigned projects. The individual will work in a team environment among other writers, editors, graphic designers and communication planners.	Bachelor's	2 Years
Writer Editor II	Under limited supervision the individual will interface with our customers and technical staff and will write, proof, and edit reports, briefing presentations, brochures, and proposals for assigned projects. The individual will work in a team environment among other writers, editors, graphic designers and communication planners. Able to meet quick turnaround deadlines and work on multiple projects simultaneously.	Bachelor's	5 Years
Writer Editor III	Interface with our customers and technical staff to supervise editorial staff and write, proof, and edit reports, briefing presentations, brochures, and proposals for assigned projects. The individual will work in a team environment among other writers, editors, graphic designers and communication planners. Must be able to meet quick turnaround deadlines and work on multiple projects simultaneously	Bachelor's	7 Years



GSA Hourly Labor Rates for MOBIS

Contract GS-10F-0536N; SIN 874-1: Integrated Consulting Services

Skill Category	8/2013 8/2014	8/2014 8/2015	8/2015 8/2016	8/2016 8/2017	8/2017 8/2018
Chief Executive	\$95.27	\$96.99	\$98.74	\$100.51	\$102.32
Consultant I	\$81.46	\$82.93	\$84.42	\$85.94	\$87.49
Consultant II	\$111.08	\$113.08	\$115.12	\$117.19	\$119.30
Consultant III	\$125.90	\$128.16	\$130.47	\$132.82	\$135.21
Data Abstractor/ Entry Clerk	\$41.09	\$41.83	\$42.58	\$43.35	\$44.13
Database Administrator	\$59.54	\$60.61	\$61.71	\$62.82	\$63.95
Database Developer I	\$85.88	\$87.42	\$89.00	\$90.60	\$92.23
Database Developer II	\$101.34	\$103.17	\$105.02	\$106.91	\$108.84
Editor (technical)	\$47.63	\$48.49	\$49.36	\$50.25	\$51.16
Epidemiologist	\$83.36	\$84.86	\$86.39	\$87.95	\$89.53
Epidemiologist I	\$92.61	\$94.27	\$95.97	\$97.70	\$99.46
Epidemiologist II	\$113.00	\$115.03	\$117.10	\$119.21	\$121.36
Epidemiologist III	\$156.66	\$159.48	\$162.35	\$165.27	\$168.25
Evaluator	\$95.27	\$96.99	\$98.74	\$100.51	\$102.32
Executive Coach Level -I	\$107.87	\$109.81	\$111.79	\$113.80	\$115.85
Executive Coach Level - II	\$154.09	\$156.87	\$159.69	\$162.57	\$165.49
Executive/Administrative Support	\$59.06	\$60.13	\$61.21	\$62.31	\$63.43
Graphics Designer I	\$61.71	\$62.82	\$63.95	\$65.10	\$66.28
Graphics Designer II	\$71.91	\$73.21	\$74.52	\$75.87	\$77.23
Health Communications Specialist I	\$71.91	\$73.21	\$74.52	\$75.87	\$77.23
Health Communications Specialist II	\$92.45	\$94.12	\$95.81	\$97.54	\$99.29
IT Structural Architect II	\$246.92	\$251.36	\$255.88	\$260.49	\$265.18
Logistics/Event Coordinator I	\$43.22	\$44.00	\$44.79	\$45.60	\$46.42
Logistics/Event Coordinator II	\$74.09	\$75.42	\$76.78	\$78.16	\$79.57
Management Analyst	\$53.59	\$54.55	\$55.53	\$56.53	\$57.55
Medical Epidemiologist I	\$154.09	\$156.87	\$159.69	\$162.57	\$165.49
Medical Epidemiologist II	\$222.25	\$226.25	\$230.32	\$234.47	\$238.69
Medical/Scientific Writer/Editor I	\$80.26	\$81.70	\$83.17	\$84.67	\$86.20
Medical/Scientific Writer/Editor II	\$98.78	\$100.55	\$102.36	\$104.21	\$106.08
Meeting Recorder	\$61.71	\$62.82	\$63.95	\$65.10	\$66.28
Operational/Administrative Support I	\$38.52	\$39.21	\$39.92	\$40.64	\$41.37
Operational/Administrative Support II	\$46.23	\$47.06	\$47.91	\$48.77	\$49.65
Operations Research Analyst	\$53.59	\$54.55	\$55.53	\$56.53	\$57.55
Policy Analyst I	\$68.05	\$69.28	\$70.53	\$71.79	\$73.09
Policy Analyst II	\$92.45	\$94.12	\$95.81	\$97.54	\$99.29
Policy Analyst III	\$110.43	\$112.42	\$114.44	\$116.50	\$118.60
Program Coordinator I	\$74.09	\$75.42	\$76.78	\$78.16	\$79.57
Program Coordinator II	\$92.61	\$94.27	\$95.97	\$97.70	\$99.46
Project Director - Level I	\$98.78	\$100.55	\$102.36	\$104.21	\$106.08
Project Director - Level II	\$179.77	\$183.00	\$186.30	\$189.65	\$193.07

Skill Category	8/2013 8/2014	8/2014 8/2015	8/2015 8/2016	8/2016 8/2017	8/2017 8/2018
Project Director - Level III	\$222.25	\$226.25	\$230.32	\$234.47	\$238.69
Project Manager I	\$79.62	\$81.05	\$82.51	\$83.99	\$85.51
Project Manager II	\$107.87	\$109.81	\$111.79	\$113.80	\$115.85
Project Manager III	\$128.41	\$130.72	\$133.07	\$135.47	\$137.91
Research Analyst/Associate I	\$61.74	\$62.85	\$63.98	\$65.14	\$66.31
Research Analyst/Associate II	\$89.89	\$91.51	\$93.15	\$94.83	\$96.54
Research Assistant I	\$40.76	\$41.49	\$42.24	\$43.00	\$43.78
Research Assistant II	\$49.38	\$50.27	\$51.18	\$52.10	\$53.04
Senior Evaluator I	\$104.99	\$106.88	\$108.80	\$110.76	\$112.75
Senior Evaluator II	\$123.47	\$125.70	\$127.96	\$130.26	\$132.61
Senior Evaluator III	\$154.35	\$157.13	\$159.96	\$162.83	\$165.77
Senior Executive - Level I	\$202.89	\$206.54	\$210.26	\$214.04	\$217.89
Senior Executive - Level II	\$238.84	\$243.14	\$247.52	\$251.97	\$256.51
Senior Executive - Level III	\$300.47	\$305.88	\$311.39	\$316.99	\$322.70
Sr. Management Analyst	\$77.41	\$78.80	\$80.22	\$81.66	\$83.13
Statistical Assistant I	\$51.37	\$52.29	\$53.23	\$54.19	\$55.17
Statistician - Level I	\$80.26	\$81.70	\$83.17	\$84.67	\$86.20
Statistician - Level II	\$104.97	\$106.86	\$108.78	\$110.74	\$112.73
Statistician - Level III	\$157.94	\$160.79	\$163.68	\$166.63	\$169.63
Subject Matter Expert I	\$149.60	\$152.29	\$155.03	\$157.82	\$160.66
Subject Matter Expert II	\$179.96	\$183.20	\$186.50	\$189.86	\$193.27
Subject Matter Expert III	\$210.32	\$214.10	\$217.96	\$221.88	\$225.88
Subject Matter Expert IV	\$239.94	\$244.26	\$248.66	\$253.13	\$257.69
Subject Matter Expert V	\$269.57	\$274.42	\$279.36	\$284.39	\$289.51
Subject Matter Expert VI	\$300.68	\$306.09	\$311.60	\$317.21	\$322.92
Training and Development Specialist	\$83.36	\$84.86	\$86.39	\$87.95	\$89.53
Travel Coordinator	\$55.22	\$56.21	\$57.22	\$58.25	\$59.30
Website Designer I	\$35.73	\$36.37	\$37.03	\$37.70	\$38.37
Website Designer II	\$35.78	\$36.43	\$37.08	\$37.75	\$38.43
Word Processor/typist	\$29.78	\$30.31	\$30.86	\$31.41	\$31.98
Writer (technical)	\$53.59	\$54.55	\$55.53	\$56.53	\$57.55
Writer Editor I	\$77.04	\$78.43	\$79.84	\$81.28	\$82.74
Writer Editor II	\$98.78	\$100.55	\$102.36	\$104.21	\$106.08
Writer Editor III	\$123.47	\$125.70	\$127.96	\$130.26	\$132.61

Equivalent Experience Requirements for GEARS Labor Categories

- Any combination of additional years of relevant experience plus full time college level study totaling four years will be an acceptable substitute for a Bachelors degree.
- A Bachelors degree plus any combination of additional years of relevant experience and graduate level study totaling two years will be an acceptable substitute for a Masters degree.
- Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.
- Staff with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a labor category for that assignment.
- Staff whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased for purposes of placement in a labor category for that assignment.