

## GENERAL SERVICES ADMINISTRATION

### Federal Acquisition Service

### Authorized Federal Supply Schedule FSS Price List

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

### Multiple Award Schedule (MAS)

**FSC Group: PROFESSIONAL, ADMINISTRATIVE AND MANAGEMENT SUPPORT**

**Contract No. 47QTCA19D00KP**

**Contract Period: 09/09/2024 through 09/08/2029**

**Ascellon Corporation**  
8201 Corporate Drive, Suite 1000  
Landover, Maryland 20785  
(301) 918-4070

[www.ascellon.com](http://www.ascellon.com)

**Business Size:** Small, Woman Owned Business

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

Price list current as of Modification #PS-0014 effective 04/16/2024

Prices Shown Herein are Net (discount deducted)

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**CUSTOMER INFORMATION**

**1a. Special Item Numbers**

SIN	Recovery	Description
541611	541611RC	Administrative Management and General Management Consulting Services
54151S	54151SRC	Information Technology Professional Services
OLM	OLMRC	Order Level Materials

**1b. Lowest Price Priced Model Number**

Not Applicable

**Unit Prices**

SIN	Labor Category	Hourly Rate (\$)
54151S	Program Executive	282.80
54151S	Program Manager	183.54
54151S	Project Manager	149.34
54151S	Senior Consultant	259.22
54151S	Consultant	206.37
54151S	Software Engineer	155.06
54151S	Senior Computer Programmer/Analyst	125.26
54151S	Computer Programmer/Analyst	90.18
54151S	Web Developer	119.93
54151S	Senior Systems Analyst	121.14
54151S	Systems Analyst	92.85
54151S	Senior Web Designer	133.51
54151S	Web Designer	121.33
54151S	Senior Database Administrator	160.58
54151S	Database Administrator	113.14



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<b>SIN</b>	<b>Labor Category</b>	<b>Hourly Rate (\$)</b>
54151S	Data Analyst/Data Custodian	74.20
54151S	Senior Systems Administrator	116.01
54151S	Systems Administrator	94.92
54151S	Graphics Specialist	76.62
54151S	Technical Writer	85.63
54151S	Documentation Specialist	49.95
54151S	Senior Trainer	106.92
54151S	Trainer	79.51
54151S	Quality Assurance Specialist	93.68
54151S	Testing Specialist	98.93
54151S	Project Assistant	54.32
541611	Program Manager	182.73
541611	Project Manager	127.89
541611	Task Order Manager	102.95
541611	Subject Matter Expert	280.13
541611	Senior Executive	294.96
541611	Management Consultant 1	85.26
541611	Management Consultant 2	109.65
541611	Management Consultant 3	127.91
541611	Business Systems Analyst	102.31
541611	Senior Analyst	120.61
541611	Statistician	111.65
541611	Quality Assurance Analyst	93.28
541611	Quality Assurance Manager	119.61
541611	Configuration Management Analyst	79.16
541611	Configuration Control Manager	103.54
541611	Healthcare Consultant 1	91.36
541611	Healthcare Consultant 2	115.74
541611	Healthcare Consultant 3	213.17
541611	Compliance and Privacy Consultant	94.87
541611	Healthcare Reimbursement Specialist /Auditor	114.22
541611	Trainer	79.16

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<b>SIN</b>	<b>Labor Category</b>	<b>Hourly Rate (\$)</b>
541611	Senior Trainer	95.01
541611	Data Analyst/Data Custodian	73.87
541611	Documentation Specialist	49.73
541611	Technical Writer	85.26
541611	Administrative Assistant	47.29
541611	Senior Administrative Assistant	55.43

**Note:** Non-Local travel & Other Direct Costs (ODCs) will be reimbursed consistent with Ascillon Corporation’s cost accounting practices. ODCs will be invoiced at actual cost incurred plus G&A. Reimbursable non-local travel will be invoiced in the following manner:

- i. Lodging will be invoiced at the FTR or JTR rates as applicable and where available plus any applicable taxes. If lodging is not available at the FTR/JTR rate, Ascillon will seek prior written approval to exceed that amount.
- ii. Meals and Incidental Expenses (M&IE) will be invoiced in accordance with the FTR or JTR as applicable.
- iii. Transportation will be invoiced at actual amounts incurred.
- iv. G&A will be applied to items i, ii and iii.

**1c.** Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided below.

**Labor Category Descriptions**

<b>SIN</b>	<b>Labor Category</b>	<b>Description</b>
54151S	Program Executive	<p><u>Functional Responsibility:</u> Oversees individual program managers to ensure compliance with established corporate policy and performance standards; monitors and adjusts resource allocation and expenditure; serves as liaison between top internal and client management; markets information IT services.</p> <p><u>Minimum Education:</u> Bachelor’s degree in Business, Accounting, Information Systems, Engineering.</p>

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SIN	Labor Category	Description
		<p><u>Minimum Experience:</u> Fifteen years of management experience, ten of which are in a multi-project environment involving large data communications and/or data processing systems projects.</p>
54151S	Program Manager	<p><u>Functional Responsibility:</u> Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has demonstrated IT expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of program/technical activities and problems, issues or conflicts regarding resolution. Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science.</p> <p><u>Minimum Experience:</u> Eight years of supervision of multiple IT projects.</p>
54151S	Project Manager	<p><u>Functional Responsibility:</u> Supports project and/or program managers in document preparation; interoffice and client communications via electronic mail, paper mail, and fax; maintains correspondence and other records in hard and soft files; schedules internal and client meetings.</p> <p><u>Minimum Education:</u> Bachelor's degree in relevant discipline</p> <p><u>Minimum Experience:</u> Five years of progressive experience in supervision and day-to-day management of significant IT projects and processes.</p>

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SIN	Labor Category	Description
54151S	Senior Consultant	<p><u>Functional Responsibility:</u> Provides consulting services at the highest level of expertise in a given area. Develops and recommends process improvement methods; Provides expert advice regarding information technology, engineering, cost and economic analysis, resource management, or other applicable technical areas; Possesses highly developed knowledge to be used in identification of complex problems and their solutions.</p> <p><u>Minimum Education:</u> Bachelor's degree (Arts/Science) in area of expertise.</p> <p><u>Minimum Experience:</u> Fifteen years of functional experience, which includes experience in the application of research and analytical methodologies, information technology and tools; Specializing in management, business development, resource allocation or information technology; Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies; Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to clients.</p>
54151S	Consultant	<p><u>Functional Responsibility:</u> Provide consulting to agency heads, directors, and senior managers on management information analysis and information technology solutions, strategic analysis and organizational engineering, resource management, and cost and economic analysis; Conduct senior executive level workshops, benchmarking, and surveys; Facilitate process improvement efforts; Manage a team of consultants and analysts; Give lectures, speeches or write articles; Develop, analyze, and promote the client's needs and issues, including the responsiveness of required deliverables.</p> <p><u>Minimum Education:</u> Bachelor of Arts or Bachelor of Science degree.</p> <p><u>Minimum Experience:</u> Ten years of experience in management, resource allocation, and information technology is required. Specialized experience may include a business, technology, industry or specific application.</p>

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54151S	Software Engineer	<p><u>Functional Responsibility:</u> Oversees the management of software development in an Ada, SQL or related environment. Uses accepted industry and government standards in the development of software and accomplishes documentation, testing and integration of all products. Oversees software configuration management and uses Computer Aided Software Engineering (CASE) Tools to improve productivity. Manages overall software development process. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Information Systems, or related discipline</p> <p><u>Minimum Experience:</u> Five years in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols and relational databases: DOS/WINDOWS, DEC VAX/VMS, UNIX (e.g., Solaris, IRIX, HP-UX, and AIX), C, TCP/IP, and Oracle. Has in-depth knowledge of the design, operational use, and functional characteristics of standards-compliant (e.g., CALS or GOSIP) systems, such as scanning, user interface, optical storage, and index subsystems of digital imaging systems; or the input processing, network transmission, security, network management, and control subsystems of digital communications systems.</p>
54151S	Senior Computer Programmer/Analyst	<p><u>Functional Responsibility:</u> Performs requirements analysis, software design, development, installation, testing, and maintenance for application system components for large-scale and distributed systems. Performs operating system and/or product evaluation, integration, testing, and problem diagnosis/resolution. Provides technical leadership, reviews work products, and makes technical recommendations, as needed, for changes in the supported technical architecture.</p> <p><u>Minimum Education:</u> Bachelor of Science degree in Computer Science, Information Systems, or Business.</p> <p><u>Minimum Experience:</u> Five years of experience in software design, development, installation, integration, evaluation,</p>

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		enhancement, maintenance, testing, or problem diagnosis/resolution. Specialized experience may substitute for years of experience.
54151S	Computer Programmer/Analyst	<p><u>Functional Responsibility:</u> Codes and tests routine or complex application programs; develops programming specifications and associated documentation to support program changes; analyzes applications software to resolve problems, determine efficient methods to code program changes; implements and tests changes; updates systems and operations documentation to reflect program and operational changes and enhancements; assist in designing and debugging applications software; develops structure charts and associated documentation to support program changes.</p> <p><u>Minimum Education:</u> Bachelor of Science degree in Computer Science, Information Systems, or Business.</p> <p><u>Minimum Experience:</u> Three years of experience in various specialized areas; Specialization includes coding software applications and/or utilizing database management system technologies. Specialized experience may substitute for years of experience.</p>
54151S	Web Developer	<p><u>Functional Responsibility:</u> Plans, designs, develops, and deploys web sites; prepares and manages content including text, graphics, audio, and videos; may work directly with clients to determine scope, analyze requirements, document design, and produce site specifications; reviews task progress, manages task resources, and ensures overall quality of completed tasks and site; provides high level of understanding of current and emerging web technologies.</p> <p><u>Minimum Education:</u> Bachelor's degree.</p> <p><u>Minimum Experience:</u> Five years of knowledge required in the area of web development, may include management of development efforts. Specialized experience may substitute for years of experience.</p>
54151S	Senior Systems Analyst	<p><u>Functional Responsibility:</u> Demonstrates the ability to work independently or under general direction on the analysis and design of solutions to complex business issues, including experience in data management concepts.</p>



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		<p>Provides direction for personnel performing development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.</p> <p><u>Minimum Education:</u> Bachelor's degree in Science, Business, or related discipline.</p> <p><u>Minimum Experience:</u> Seven years of experience as a Business Analyst working directly with stakeholders' customers.</p>
54151S	Systems Analyst	<p><u>Functional Responsibility:</u> Under general direction, analyzes and defines business processes, systems scope, and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Experience with requirements gathering, system documentation, creating specification for programmers, and system testing. Experience with relational databases, including writing moderately complex relational database SQL queries. Superior interpersonal skills and the ability to work well in a team environment consisting of differing skills and interests.</p> <p><u>Minimum Education:</u> Bachelor's degree in Computer Science, Business, or related discipline.</p> <p><u>Minimum Experience:</u> Three years of experience as Business Systems Analyst working directly with system users and customers.</p>
54151S	Senior Web Designer	<p><u>Functional Responsibility:</u> Leads the design and building of Web pages using a variety of graphics software applications, techniques, and tools. Designs the Web site to support an organization's strategy and goals relative to eBusiness. Has extensive knowledge of design-related applications.</p> <p><u>Minimum Education:</u> Bachelor's degree in Computer Science, Information Systems, or Business.</p> <p><u>Minimum Experience:</u> Three years of industry experience with a variety of web design tasks.</p>
54151S	Web Designer	<p><u>Functional Responsibility:</u> Designs and builds Web pages using a variety of graphics software applications, techniques</p>

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		<p>and tools. Designs and develops user interface features, site animation, and special effects elements. Experienced with Web-based technologies and design-related applications.</p> <p><u>Minimum Education:</u> Bachelor's degree in Computer Science, Information Systems, Engineering, Business.</p> <p><u>Minimum Experience:</u> Three years of experience with a variety of web design tasks.</p>
54151S	Senior Database Administrator	<p><u>Functional Responsibility:</u> Demonstrated knowledge of database systems, software and hardware. Knowledge of enterprise-wide database systems, applications, operations and maintenance. Ability to direct the work of others and to coordinate activities and resources within or between units; to assess and evaluate and make recommendations on the performance of database systems, maintenance procedures and user support practices; to communicate effectively; and to establish and maintain professional working relationships with others. Design and engineer databases to support voice, data, and/or video applications. Serves as an expert consultant in planning, monitoring, and administering projects. Provides overall technical insight into the development and management of policies, procedures, and operational schedules necessary for new and on-going systems, troubleshooting and resolution of database issues. Provides day-to-day maintenance and operation, configuration management and the planning and deployment of database improvements and upgrades.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Information Systems, or related discipline.</p> <p><u>Minimum Experience:</u> Eight years of experience in ensuring efficient operation of a multicomputer site that supports database administration, analysis, and report production, data dictionary administration, and system development. Performs database administration, backups, and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and</p>

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		data dictionaries. May provide assistance to less experienced database administrators.
54151S	Database Administrator	<p><u>Functional Responsibility:</u> Designs and engineers database applications. Serves as an expert consultant in planning, monitoring, and administering database projects. Provides overall technical insight into the development and management of policies, procedures, and operational schedules necessary for new and on-going systems, troubleshooting and resolution of database issues. Provides day-to-day maintenance and operation, configuration management and the planning and deployment of database improvements and upgrades.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Information Systems, or related discipline.</p> <p><u>Minimum Experience:</u> Four years of experience in database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's.</p>
54151S	Data Analyst/Data Custodian	<p><u>Functional Responsibility:</u> Provides technical expertise and support in the use of database management systems. Defines file organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database back-up recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications.</p> <p><u>Minimum Education:</u> Bachelor's degree.</p> <p><u>Minimum Experience:</u> Two years of experience in data design and management procedures, including database conversion support and data modeling in support of database implementations.</p>
54151S	Senior Systems Administrator	<p><u>Functional Responsibility:</u> Demonstrated knowledge of computer security protocols and procedures.; of data processing hardware and software functions, capabilities and</p>

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		<p>interrelationships; of developing and adhering to institutional standards and procedures; of security practices and control methods and systems; of security architectures; of security compliance and policies; of documentation standards for cybersecurity and general security systems. Knowledge of IT including hardware and software, network configuration, system administration, database development and administration, data and network security, programming, and system analysis and integration. Strong, senior-level experience in operating systems administration (e.g., Red Hat Enterprise Linux or equivalent (CentOS, Scientific Linux, Fedora, etc.)) and experience with virtualization.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Engineering, Business, or related discipline.</p> <p><u>Minimum Experience:</u> Eight years of experience with installation/setup/administration of configuration management support tools and demonstrated experience working in software development environments utilizing diverse capabilities. Install, load, and configure computer servers; troubleshoot server failures and authentication/authorization problems; perform server upgrades and migrations; perform system security functions including determination, application, and testing of security settings; perform systems engineering and integration functions; ensure that replication/backup/recovery strategies are planned, implemented, and verified regularly and successfully; maintain proper documentation; and follow/adhere to mandated configuration management procedures. Conduct routine audits of hardware equipment to ensure adherence to standards, IT security policies, and configuration guidelines.</p>
54151S	Systems Administrator	<p><u>Functional Responsibility:</u> Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.</p>

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		<p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Information Systems, or related discipline.</p> <p><u>Minimum Experience:</u> Five years of experience in installing new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.</p>
54151S	Graphics Specialist	<p><u>Functional Responsibility:</u> Develops graphics design and usage. Sets up computer graphics systems for business communications. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc. Interfaces with users to determine scope and best graphics medium.</p> <p><u>Minimum Education:</u> Bachelor's degree in Computer Science, Information Systems, Engineering or Business.</p> <p><u>Minimum Experience:</u> Two years of experience designing and installing computer graphics.</p>
54151S	Technical Writer	<p><u>Functional Responsibility:</u> Assists in collecting and organizing information required for preparation of reports, studies, and analyses for (a) documenting proposed managerial or organizational improvements including developmental, consultative, or implementation efforts; (b) for documenting workshop results; and (c) for description and summary of survey results with associated graphs, charts, tables, and briefings.</p> <p><u>Minimum Education:</u> Bachelor's degree in English, literature, business, engineering, journalism, or related analytical, scientific, or technical disciplines.</p> <p><u>Minimum Experience:</u> Four years of administrative support to business and management personnel working closely with the Project Director and other project staff. This includes, but is not limited to project administration, program</p>

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		management support, producing all project related correspondence, maintaining web sites and databases, scheduling meetings and reservations, and maintaining document libraries.
54151S	Documentation Specialist	<p><u>Functional Responsibility:</u> Produces major documentation, technical and non-technical writing/editing, graphics, brochures, and/or manuals. Determines schedule for document submission and coordinate final printing and distribution. Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals.</p> <p><u>Minimum Education:</u> Associate degree.</p> <p><u>Minimum Experience:</u> Two years of progressive experience in the design and creation of technical, operational, and user documentation. Also requires experience using automation tools including word processing and graphics, such as Microsoft Word, and PowerPoint. Requires knowledge of applicable policies, procedures, operations, and organization.</p>
54151S	Senior Trainer	<p><u>Functional Responsibility:</u> Develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training; provides daily supervision and direction to training staff.</p> <p><u>Minimum Education:</u> Bachelor's degree in Business, Social Sciences, Health Sciences or Human Resources.</p> <p><u>Minimum Experience:</u> Five years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.</p>
54151S	Trainer	<p><u>Functional Responsibility:</u> Under supervision of Senior Trainer or Project Manager, develops instructor materials (course outline, background material, and training aids); assists in the development of student materials (course</p>

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		<p>manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training.</p> <p><u>Minimum Education:</u> Bachelor’s degree in Business, Social Sciences, Health Sciences, or Human Resources.</p> <p><u>Minimum Experience:</u> Three years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.</p>
54151S	Quality Assurance Specialist	<p><u>Functional Responsibility:</u> Develops project Quality Assurance (QA) Plan in accordance with established policy and procedure. Ensures project quality processes and products by executing activities described in the QA Plan.</p> <p>Compares activities and products to established standards and plans. Establishes quantitative measurements and techniques for measuring software quality. Reports to project management and executive management when quality issues are encountered during project review cycle.</p> <p><u>Minimum Education:</u> Bachelor of Science degree in Computer Science, Information Systems, or Business.</p> <p><u>Minimum Experience:</u> One year of software engineering experience and/or one year of quality assurance review experience.</p>

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54151S	Testing Specialist	<p><u>Functional Responsibility:</u> Follows established test standards and methods. Assists in the development of test strategies. Develops business scenarios. Assists in development of test plans to guide the full test cycle. Uses automated testing tools to develop, debug, and execute test scripts for business scenarios. Troubleshoots results of tests. Prepares test results for system evaluation. Works with client and/or software product vendor to improve system performance. Performs regression testing as necessary. Provides guidance to testing team as necessary.</p> <p><u>Minimum Education:</u> Possess a Bachelor of Science degree in Computer Science, Information Systems, Engineering, or Business.</p> <p><u>Minimum Experience:</u> One year of experience in functional testing of software and/or load testing of system configuration components with automated testing tools, with additional three to five years of experience as programmer/analyst or network technician. Programmer/analyst experience includes software development, installation, integration, testing, maintenance, problem diagnosis/resolution for large-scale and/or technically complex systems. Network support experience includes network installation, connection, testing, monitoring, analysis, problem diagnosis/ resolution for LANs, WANs, Intranets, and the Internet. Specialized experience may substitute for years of experience.</p>
54151S	Project Assistant	<p><u>Functional Responsibility:</u> Defines scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for performance tracking and analysis Ensures adherence to quality standards, reviews and approves deliverables. May serve as technical lead for the project.</p> <p><u>Minimum Education:</u> High-school diploma.</p> <p><u>Minimum Experience:</u> Two years of experience in performing general administrative support duties for multiple program and/or project managers.</p>



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541611	Program Manager	<p><i>Functional Responsibility:</i> Defines scope and objectives of work to be accomplished by the work team. Develops Program Management Plan (PMP), including detailed work plans, schedules, program estimates, resource plans, and status reports, Work Breakdown Structures (WBS) and work packages.</p> <p><i>Minimum Education and Experience:</i> Master's degree. Ten years of progressive experience in managing and overseeing significant programs/projects and processes.</p>
541611	Project Manager	<p><i>Minimum Education and Experience:</i> Bachelor's degree. Five years of progressive experience in supervision and day-to-day management of significant projects and processes.</p> <p><i>Functional Responsibility:</i> Defines scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for performance tracking and analysis Ensures adherence to quality standards, reviews and approves deliverables.</p>
541611	Task Order Manager	<p><i>Minimum Education and Experience:</i> Bachelor's degree. Three years of progressive experience in managing projects of significant scope and complexity for government and commercial customers. Has experience in the application of automated and manual project management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to project sponsors.</p> <p><i>Functional Responsibility:</i> Responsible for all aspects of the development and implementation of assigned tasks and provides a single point of contact for those tasks. Develops detailed work plans, schedules, task estimates, resource plans, and status reports.</p>

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541611	Subject Matter Expert	<p><i>Minimum Education and Experience:</i> Masters degree from an accredited college or university in the field of expertise related to the actual Statement of Work or Statement of Need. Four years of hands-on experience in the specific discipline of the field of expertise. Knowledge and skills recognized in the professional community that the customer is able to qualify the individual as an expert in the field (for example: publications, speeches at conferences, research, teaching, etc.).</p> <p><i>Functional Responsibility:</i> Performs as a consultant in highly specialized, leading-edge technologies and/or methodologies. Provides highly technical and specialized guidance concerning solutions to complex problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team.</p>
541611	Senior Executive	<p><i>Minimum Education and Experience:</i> Masters degree from an accredited college or university in the field of expertise relevant to client’s requirements. Fifteen years of progressive experience in guiding customers through enterprise-wide implementations, transitions and/or initiatives.</p> <p><i>Functional Responsibility:</i> Senior intellectual and strategic leader. Determine mission and method of operation. Leads organization toward objectives; advises clients, subordinates, and consultants; and reviews results of business operations. Represents organization to major stake holders, government agencies, business and academic communities, and the public.</p>
541611	Management Consultant 1	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in relevant field. Three years of relevant experience.</p>

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		<p>Demonstrated exceptional written and oral communications skills, including White Papers and formal presentations. Must have demonstrated experience in managing all key project areas. Demonstrated ability to work independently or under only general direction.</p> <p><i>Functional Responsibility:</i> Serves as Technical Manager of a multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Directs enterprise wide systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools.</p>
541611	Management Consultant 2	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in relevant field. Five years of relevant experience. Demonstrated exceptional written and oral communications skills, including White Papers and formal presentations. Must have demonstrated experience in execution of key project areas. Demonstrated ability to work independently or under only general direction. Has both technical and management experience, from inception to deployment, of two or more large-scale complex Projects.</p> <p><i>Functional Responsibility:</i> Serves as a Technical Project Lead or Manager across major technical areas of the project, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs</p>

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		<p>process and data modeling in support of the planning and analysis efforts using both manual and automated tools.</p>
541611	Management Consultant 3	<p><i>Minimum Education and Experience:</i> Master’s degree. Five years of relevant experience that includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas. Has managed two or more large projects from inception to deployment.</p> <p><i>Functional Responsibility:</i> Serves in a senior supervisory role on a large multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Oversees development of analytical and computational techniques and methodology for problem solutions.</p>
541611	Business Systems Analyst	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in Computer Science, Business, or related discipline. Three years of experience as Business Systems Analyst working directly with system users and customers. Experience with requirements gathering, system documentation, creating specification for programmers, and system testing. Two years of experience with relational databases, including writing moderately complex relational database SQL queries. Superior interpersonal skills and the ability to work well in a team environment consisting of differing skills and interests.</p> <p><i>Functional Responsibility:</i> Under general direction, analyzes and defines business processes, systems scope, and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements.</p>

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SIN	Labor Category	Description
541611	Senior Analyst	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in Science, Business, or related discipline. Seven years of experience as an Analyst working directly with stakeholders customers. Must demonstrate the ability to work independently or under general direction on the analysis and design of solutions to complex business issues, including experience in data management concepts.</p> <p><i>Functional Responsibilities:</i> Works independently on complex business problems involving all phases of systems analysis to provide resolutions. Provides direction for personnel performing development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.</p>
541611	Statistician	<p><i>Minimum Education and Experience:</i> Master’s degree in economics, social sciences, mathematics, or other quantitative field is much preferred. Three years of experience.</p> <p><i>Functional Responsibility:</i> Applies analytical principles to the collection, analysis, and presentation of numerical data. Contributes to scientific inquiry by applying mathematical and statistical knowledge to the design of surveys and experiments; the collection, processing, and analysis of data; and the interpretation of the results. Prepares written or verbal questionnaires and establish sampling rules and other technical aspects of the survey, and later analyze the results to make them usable for decision makers.</p>

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SIN	Labor Category	Description
541611	Quality Assurance Analyst	<p><i>Minimum Education and Experience:</i> Bachelor’s degree. Two years of experience in quality control and quality assurance positions. Demonstrated experience in performing quality assurance and quality control of product and management processes. Experience in quality control verification and validation, and product testing validation.</p> <p><i>Functional Responsibility:</i> Implements Quality Assurance procedures to ensure that all information systems products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. Performs complex workflow analysis and recommends quality improvements.</p>
541611	Quality Assurance Manager	<p><i>Minimum Education and Experience:</i> Bachelor’s degree. Four years of experience developing and implementing quality programs. In-depth experience in quality control and quality assurance positions. Two years supervising Quality Assurance Analysts in a structured QA environment.</p> <p><i>Functional Responsibility:</i> Administers change control process and ensures adequate product testing prior to implementation. Administers problem management process including monitoring and reporting on problem resolution. Makes recommendations regarding the acquisition and/or implementation to improve systems efficiency.</p>
541611	Configuration Management Analyst	<p><i>Minimum Education and Experience:</i> Bachelor’s degree and three years of experience as a Configuration Management Analyst.</p> <p><i>Functional Responsibility:</i> The Configuration Management Analyst identifies and documents system risks, tracks changes to the operational baseline, and coordinates builds</p>

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SIN	Labor Category	Description
		through the appropriate Configuration Management Board (CMB). Maintains ongoing process of accepting requests, analyzing them, submitting to management and processing according to feedback. Develops processes for all aspects of change management.
541611	Configuration Control Manager	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in a technical discipline and seven years of professional experience in document control and configuration management. Requires interpersonal skills with a variety of people, and flexibility of duties.</p> <p><i>Functional Responsibility:</i> Establishes and manages electronic project document control and baseline configuration management activities, and project library. Enters data into document control system, scans documents and posts the images to system, files hard copies, and maintains files.</p>
541611	Healthcare Consultant 1	<p><i>Minimum Education and Experience:</i> Bachelor’s degree. Must have a professional license in a healthcare discipline in one or more States. Five years’ experience working in the field of specialty. Experience in accrediting or certifying facilities that serve the residents or patients of health care facilities. Demonstrated history of independent decision-making skills to direct and effectively manage the review and accreditation process, and ability to set priorities independently and collectively.</p> <p><i>Functional Responsibility:</i> Under general supervision, conducts initial, follow-up/revisits, reviews complaints or conducts special investigations or monitoring reviews, and is available to conduct a crisis review affecting residents and patients of healthcare facilities. Coordinates the surveillance and regulation of health care providers to ensure that care provided meets professional standards of</p>

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SIN	Labor Category	Description
		practice and complies with State and Federal statutes and regulations.
541611	Healthcare Consultant 2	<p><i>Minimum Education and Experience:</i> Master’s degree from an accredited college. Must have a professional license in a healthcare discipline in one or more States. Five years of experience and specialized training in data collection and research.</p> <p><i>Functional Responsibility:</i> Evaluates medical documentation, treatment and staffing to ensure providers and facilities meet conditions of quality care as specified in the regulations. Provides continuous improvement, training consulting services to healthcare providers.</p>
541611	Healthcare Consultant 3	<p><i>Minimum Education and Experience:</i> Must hold a Masters degree from an accredited institution and ten years of experience serving as a healthcare technical expert consultant.</p> <p><i>Functional Responsibility:</i> Provides expertise to in reviewing treatment plans, medical necessity of treatments, and adherence to Federal and State regulations in the areas of quality of patient care. Provide expert testimony and review complex medical cases, including the adjudication of medical coverage (Medicare or Medicaid) appeals.</p>
541611	Compliance and Privacy Consultant	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in Science, Business, Social Sciences, or Health Sciences. With a minimum of 5 years’ experience and professional certification.</p> <p><i>Functional Responsibility:</i> Under general direction develops and monitors programs, policies and practices to ensure compliance with statutory and regulatory compliance and privacy/security requirements. Also, responsible for</p>



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SIN	Labor Category	Description
		analyzing Federal and State regulations and collaborating successfully with customers in the design, development and deployment of privacy policy, processes and systems.
541611	Healthcare Reimbursement Specialist/Auditor	<p><i>Position Qualifications:</i> Bachelor’s degree from an accredited college. Seven years of progressive experience in healthcare reimbursement setting.</p> <p><i>Functional Responsibility:</i> Provide expertise in the area of reimbursement policies and practices, healthcare billing, cost reimbursement; government healthcare recovery audit processes; electronic data systems related to billing, reimbursement and medical records; and internal compliance systems to ensure appropriate billing.</p>
541611	Trainer	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in Business, Social Sciences, Health Sciences or Human Resources. Three years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.</p> <p><i>Functional Responsibility:</i> Under supervision of Senior Trainer or Project Manager, develops instructor materials (course outline, background material, and training aids); assists in the development of student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training.</p>
541611	Senior Trainer	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in Business, Social Sciences, Health Sciences, or Human Resources. Five years of progressive experience that includes developing and providing technical and end-user</p>

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SIN	Labor Category	Description
		<p>training and preparing appropriate training materials and catalogs.</p> <p><i>Functional Responsibility:</i> Develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training; and provides daily supervision and direction to training staff.</p>
541611	Data Analyst/Data Custodian	<p><i>Minimum Education and Experience:</i> Bachelor's degree and four years' experience in setting and conducting detail and general data analyses in support of major database implementations. Has experience in data design and management procedures, including database conversion support and data modeling.</p> <p><i>Functional Responsibility:</i> Provides technical expertise and support in the use of database management systems. Defines file organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database back-up recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications.</p>
541611	Documentation Specialist	<p><i>Minimum Education and Experience:</i> Bachelor's degree and two years of progressive experience in the design and creation of technical, operational, and user documentation.</p> <p><i>Functional Responsibility:</i> Produces major documentation, technical and non-technical writing/editing, graphics, brochures, and/or manuals. Determines schedule for document submission and coordinate final printing and distribution. Under general supervision, prepares and/or</p>

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SIN	Labor Category	Description
		maintains systems, programming, and operations documentation, including user manuals.
541611	Technical Writer	<p><i>Minimum Education and Experience:</i> Bachelor’s degree in English, literature, business, engineering, journalism, or related analytical, scientific, or technical disciplines, and four years’ experience.</p> <p><i>Functional Responsibility:</i> Assists in collecting and organizing information required for preparation of reports, studies, and analyses for (a) documenting proposed managerial or organizational improvements including developmental, consultative, or implementation efforts; (b) for documenting workshop results; and (c) for description and summary of survey results with associated graphs, charts, tables, and briefings.</p>
541611	Administrative Assistant	<p><i>Minimum Education and Experience:</i> Associate’s degree and three years of experience in a professional environment. Requires knowledge of applicable policies, procedures, operations, and organization. Also, requires experience using automation tools including word processing and graphics, such as Microsoft Word, and PowerPoint.</p> <p><i>Functional Responsibility:</i> Under general direction, performs diversified clerical, administrative, and general office duties. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences, transcribes dictation, often of a confidential nature.</p>

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SIN	Labor Category	Description
541611	Senior Administrative Assistant	<p><i>Minimum Education and Experience:</i> Associate’s degree and six years of experience in a professional environment. Requires knowledge of applicable policies, procedures, operations, and organization. Also, requires experience using automation tools including word processing and graphics, such as Microsoft Word, and PowerPoint.</p> <p><i>Functional Responsibility:</i> Provide administrative support to business and management personnel working closely with the Project Director and other project staff. This includes, but is not limited to project administration, program management support, producing all project related correspondence, maintaining web sites and databases, scheduling meetings and reservations, and maintaining document libraries.</p>

**Experience/Education Substitution**

Ascellon may substitute years of experience to satisfy minimum education requirements for any labor category with customer approval and in accordance with our company practices.

2. **Maximum Order:** \$1,000,000.
3. **Minimum Order:** \$100.
4. **Geographic Coverage (delivery area):** Domestic Only.
5. **Point(s) of Production:** 8201 Corporate Drive, Suite 1000, Landover, MD 20785.
6. **Discount from List Prices or Statement of Net Price:** Government Net Prices (discounts already deducted.)
7. **Quantity Discounts:** None.
8. **Prompt Payment Terms:** Net 30 days. **Information for Ordering Offices:** Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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9. **Foreign Items:** Not applicable.
- 10a. **Time of Delivery: (Contactor insert number of days)** To be determined at the Task Order level.
- 10b. **Expedited Delivery:** To be determined at the Task Order level.
- 10c. **Overnight and 2-Day Delivery:** To be determined at the Task Order level.
- 10d. **Urgent Requirements:** To be determined at the Task Order level.
11. **F.O.B. Point(s):** Destination
- 12a. **Ordering Address:**  
Ascellon Corporation  
8201 Corporate Drive, Suite #1200  
Landover, Maryland 20785  
Attention: Ade Adebisi  
Phone: 240-737-2024  
Fax: 301-918-4071  
E-Mail: [aadebisi@ascellon.com](mailto:aadebisi@ascellon.com)
- 12b. **Ordering Procedures:** See Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment Address:** Should Electronic Funds Transfer (EFT) payment be available, Ascellon requests that the EFT remittance be specified as follows:  
Ascellon Corporation  
WesBanco Bank, Inc., MD  
ABA (specified at time of task order award)  
Checking Account (specified at time of task order award) Largo, Maryland 20722  
  
Should EFT not be available, the remittance address is as follows:  
Ascellon Corporation  
8201 Corporate Drive, Suite #1000  
Landover, Maryland 20785  
Attn: Accounts Receivable
14. **Warranty Provision:** Standard commercial warranty terms and conditions.
15. **Export Packaging Charges:** Not Applicable
16. **Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable.
17. **Terms and Conditions of Installation:** Not applicable.

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- 18a. **Terms and Conditions of Repair parts:** Not applicable.
- 18b. **Terms and Conditions for Other Services:** Not applicable.
- 19. **List of Services and Distribution Points:** Not applicable.
- 20. **List of Participating Dealers:** Not applicable.
- 21. **Preventive Maintenance:** Not applicable.
- 22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable.
- 22b. **Section 508 Compliance:** Not applicable.
- 23. **Unique Entity Identifier (UEI) Number:** CK3MEJXHJR5
- 24. **Notification regarding registration in System for Award Management (SAM) database:** Contractor is registered and active in SAM.

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