

**GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service  
Authorized Federal Supply Schedule 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 is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

**00CORP Professional Services Schedule (PSS)**

**Contract Number: GS00F106CA**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

**Contract Period:** April 22, 2015 to April 21, 2020

**Company:** Harlan Lee & Associates LLC  
10400 Eaton Place, Suite 400  
Fairfax, VA 22030  
**Business Size:** Other than small  
**Telephone:** (703) 442-7727  
**FAX Number:** (703) 442-8199  
**Web Site:** [www.hlassociates.com](http://www.hlassociates.com)  
**E-mail:** [mjlee@hlassociates.com](mailto:mjlee@hlassociates.com)  
**Contract Administration:** Mary Jane Lee

**CUSTOMER INFORMATION**

**1a. Table of Awarded Special Item Number(s):**

SIN	Recovery	SIN Description
541-4D	541-4DRC	Conference, Events and Tradeshow Planning Services
541-4F	541-4FRC	Commercial Art and Graphic Design Services
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services
541-1000	541-1000	Other Direct Costs

- 1b. Lowest priced model number and price for each SIN:** N/A
- 1c. Hourly Rates:** Attached price list reflects GSA discount. Additionally, IFF of 0.75% is included within these rates.
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic and Overseas
- 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:** Net 30 days
- 9a. Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Government purchase cards are accepted above the micro-purchase threshold:** Accept over \$3,000
- 10. Foreign items:** None

- 11a. **Time of Delivery:** Time of delivery is specified on the task order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
- 12. **F.O.B Points(s):** Destination
- 13a. **Ordering Addresses:** Same as company address
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. **Payment addresses:** Same as company address
- 15. **Warranty provision:** Contractor's standard commercial warranty.
- 16. **Export Packing Charges:** 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:** N/A
- 19. **Terms and conditions of installation:** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A
- 21. **List of service and distribution points:** N/A
- 22. **List of participating dealers:** N/A
- 23. **Preventive maintenance:** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **Section 508 compliance for EIT:** N/A
- 25. **Data Universal Numbering System (DUNS) number:** 07-517-6284
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
- 27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Awarded Labor Category	Site	4/22/2015-4/21/2016	4/22/2016-4/21/2017	4/22/2017-4/21/2018	4/22/2018-4/21/2019	4/22/2019-4/21/2020
All	Administrative Assistant I**	Both	\$34.63	\$35.46	\$36.31	\$37.18	\$38.07
All	Administrative Assistant II**	Both	\$41.42	\$42.42	\$43.44	\$44.48	\$45.55
All	Administrative Assistant III**	Both	\$45.19	\$46.28	\$47.39	\$48.52	\$49.69
All	Project Manager I	Both	\$72.83	\$74.57	\$76.36	\$78.20	\$80.07
All	Project Manager II	Both	\$92.87	\$95.10	\$97.38	\$99.72	\$102.11
All	Project Manager III	Both	\$104.96	\$107.48	\$110.06	\$112.70	\$115.40
All	Project Manager IV	Both	\$125.54	\$128.55	\$131.64	\$134.80	\$138.03
541	Senior Meeting Manager I	Both	\$77.66	\$79.52	\$81.43	\$83.38	\$85.39
541	Senior Meeting Manager II	Both	\$92.87	\$95.10	\$97.38	\$99.72	\$102.11
All	Subject Matter Expert I	Both	\$109.50	\$112.12	\$114.81	\$117.57	\$120.39
All	Subject Matter Expert II	Both	\$130.10	\$133.22	\$136.42	\$139.69	\$143.04
874	Subject Matter Expert III	Both	\$168.19	\$172.23	\$176.36	\$180.59	\$184.93
541	Subject Matter Expert III	Both	\$194.38	\$199.05	\$203.83	\$208.72	\$213.73
All	Technical Specialist I	Both	\$68.25	\$69.89	\$71.57	\$73.28	\$75.04
All	Technical Specialist II	Both	\$81.64	\$83.60	\$85.60	\$87.66	\$89.76
874	Intelligence Analyst I	Both	\$70.66	\$72.35	\$74.09	\$75.87	\$77.69
874	Intelligence Analyst II	Both	\$80.73	\$82.67	\$84.65	\$86.68	\$88.76
874	Intelligence Analyst III	Both	\$89.51	\$91.65	\$93.85	\$96.11	\$98.41
874	Management Analyst I	Both	\$75.12	\$76.92	\$78.77	\$80.66	\$82.59
874	Management Analyst II	Both	\$80.14	\$82.06	\$84.03	\$86.05	\$88.11

SIN	Awarded Labor Category	Site	4/22/2015-4/21/2016	4/22/2016-4/21/2017	4/22/2017-4/21/2018	4/22/2018-4/21/2019	4/22/2019-4/21/2020
All	Manager I	Both	\$89.70	\$91.85	\$94.05	\$96.31	\$98.62
All	Manager II	Both	\$112.12	\$114.82	\$117.57	\$120.39	\$123.28
All	Manager III	Both	\$134.55	\$137.78	\$141.09	\$144.47	\$147.94
All	Office Manager I	Both	\$48.21	\$49.37	\$50.55	\$51.76	\$53.01
All	Office Manager II	Both	\$56.84	\$58.21	\$59.60	\$61.03	\$62.50

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant I	01113 — General Clerk III	2015-4281
Administrative Assistant II	01312 — Secretary II	2015-4281
Administrative Assistant III	01313 — Secretary III	2015-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

**HLA GSA Labor Category Descriptions**

Labor Category	Description/Education Requirements
<b>Administrative Assistant I</b>	Performs standard office tasks, as assigned, under the guidance of a manager. Tasks include maintaining office equipment, performing data entry, copying and distributing materials. May serve as coordinator for smaller projects. Works closely with the client to ensure that all communications, budgetary and program issues, personnel matters, and other functions assigned by the client are handled in the most appropriate and professional manner. <b>Minimum Education:</b> High School diploma or equivalent with one year of related work experience.
<b>Administrative Assistant II</b>	Serves as technician in administration or logistics. Performs routine tasks under the overall supervision of an office or project manager. Handles various office functions, as assigned, with consistency and quality. Tasks include maintaining office equipment, performing data entry, copying and distributing materials. May serve as coordinator for smaller projects. <b>Minimum Education:</b> High School diploma or equivalent with three years of related work experience.
<b>Administrative Assistant III</b>	Is principal task manager, or specialist in administration. Plans and executes medium size projects under the guidance of a Project Manager or performs standard office tasks, as assigned, under the guidance of an office manager. Tasks include maintaining office equipment, performing data entry, copying and distributing materials. Assists in preparing and delivering status reports to the client. For small to medium size projects can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, and prioritization of tasks. May serve as technical lead for the project. <b>Minimum Education:</b> High School diploma or equivalent with five years of related work experience.

<b>Labor Category</b>	<b>Description/Education Requirements</b>
<b>Project Manager I</b>	<p>Assists with planning and executing a project, and works closely with other project staff. Works with project supervisor/manager in planning and executing a project, and supervises some project staff. Drafts input to status reports for the client. Attentive to the project schedule and budget.</p> <p><b>Minimum Education:</b> Bachelor's degree or equivalent in relevant field and five years of managerial experience, including one year of related managerial experience.*</p>
<b>Project Manager II</b>	<p>Works with project supervisor/manager in planning and executing a project, and supervises some project staff. Assists in preparing and maintaining the project schedule and budget. Assists in preparing status reports to the client. Anticipates need for and takes corrective action as necessary to ensure project success.</p> <p><b>Minimum Education:</b> Bachelor's degree or equivalent in relevant field and seven years of managerial experience, including two years of related managerial experience.*</p>
<b>Project Manager III</b>	<p>Is responsible for planning and executing a project, and supervises project staff. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the client and serves as primary point of contact for the client. Oversees all work and takes corrective action as necessary to ensure project success. Prepares end of project reports. Manages staff, budget, and prioritization of tasks.</p> <p><b>Minimum Education:</b> Bachelor's degree or equivalent in relevant field and ten years of managerial experience, including three years of related managerial experience.*</p>
<b>Project Manager IV</b>	<p>Has overall project responsibility, including planning and executing a project, and supervises project staff. Oversees the project schedule and budget. Prepares and delivers status reports to the client and serves as primary point of contact for the client. Oversees all work and takes corrective action as necessary to ensure project success. Prepares end of project reports. Manages staff, budget, and prioritization of tasks.</p> <p><b>Minimum Education:</b> Master's degree, doctoral degree, professional certification or equivalent in relevant field and more than ten years of managerial experience, including five years of related managerial experience.**</p>
<b>Senior Meeting Manager I</b>	<p>Plans and executes projects and supervises project staff, under the overall supervision of the project or program manager. Prepares and maintains the project schedule and budget, and prepares and presents status reports to the client, with the approval of the project or program manager.</p> <p><b>Minimum Education:</b> Bachelor's degree or equivalent in relevant field and seven years of related work experience*</p>
<b>Senior Meeting Manager II</b>	<p>Plans and executes projects and supervises project staff, under the overall supervision of the project or program manager. Prepares and maintains the project schedule and budget, and prepares and presents status reports to the client, with the approval of the project or program manager.</p> <p><b>Minimum Education:</b> Master's degree or equivalent in relevant field and ten years of related work experience including international experience **</p>

Labor Category	Description/Education Requirements
<b>Subject Matter Expert I</b>	<p>An experienced and recognized expert in a specific functional area. Responsible for the effective assessment and resolution of critical program issues. Provides high level analysis, assessment and advice on complex issues which require extensive knowledge of the contractual subject matter for effective project performance and knowledgeable guidance and direction for issues and areas requiring innovation, research, or for tasks involving policy affecting large organizations or populations. Troubleshooter and problem solver.</p> <p><b>Minimum Education:</b> Bachelor's Degree or equivalent in relevant field and six years of related experience.*</p>
<b>Subject Matter Expert II</b>	<p>An experienced and recognized expert in a specific functional area. Responsible for the effective assessment and resolution of critical program issues. Provides high level analysis, assessment and advice on complex issues which require extensive knowledge of the contractual subject matter for effective project performance and provides knowledgeable guidance and direction for issues and areas requiring innovation, research, or for tasks involving policy affecting large organizations or populations. Troubleshooter and problem solver.</p> <p><b>Minimum Education</b> Bachelor's Degree or equivalent in relevant field and ten years of related experience.*</p>
<b>Subject Matter Expert III</b>  541	<p>An experienced and recognized expert in a specific functional area. Provides knowledgeable guidance and direction for very difficult areas requiring innovation, research or for tasks involving policy at a high level. Develops solutions to complex problems.</p> <p><b>Minimum Education:</b> Master's Degree or equivalent in relevant field and fifteen years of related experience**</p>
<b>Subject Matter Expert III</b>  874	<p>Provides expert guidance and direction at the highest possible expert and intellectual levels for very difficult areas requiring innovation, research, or for tasks involving policy at a high level affecting large organizations or populations. Develops solutions to complex problems.</p> <p><b>Minimum Education</b> Master's Degree or equivalent in relevant field and fifteen years of related experience**</p>
<b>Technical Specialist I</b>	<p>Provides specific technical and/or programmatic expertise in one or more of the following areas: strategic and business planning, performance measurement, process improvement, process re-engineering, program audits and evaluations, facilitation, problem solving, meeting coordination, survey/data collection and analysis, program/project management, financial execution, scheduling, cost analysis, or risk analysis.</p> <p><b>Minimum Education:</b> Bachelor's degree or equivalent in relevant field and one year of related work experience.*</p>
<b>Technical Specialist II</b>	<p>Provides specific technical and/or programmatic expertise in one or more of the following areas: strategic and business planning, performance measurement, process improvement, process re-engineering, program audits and evaluations, facilitation, problem solving, meeting coordination, survey/data collection and analysis, program/project management, financial execution, scheduling, cost analysis, or risk analysis. Plans and executes small to medium size projects under the guidance of a Project Manager. Assists in preparing and maintaining the project schedule and budget. Assists in preparing and delivering status reports to the client. For small to medium size projects, can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, and prioritization of tasks. May serve as technical lead for the project.</p> <p><b>Minimum Education</b> Bachelor's degree or equivalent in relevant field and three years of related work experience.*</p>

<b>Labor Category</b>	<b>Description/Education Requirements</b>
<b>Intelligence Analyst I</b>	Processes time-sensitive information requirements and products, develops and maintains information management and requirement procedures that are logical, respond to rapid and effective. <b>Minimum Education</b> Bachelor's degree or equivalent in relevant field and three years of related work experience.*
<b>Intelligence Analyst II</b>	Is responsible for performing analytical functions involving general intelligence, foreign policy or security issues. Provides draft reports for approval and assists in preparing major analytical reports for use by decision makers. May serve as technical lead or overall editor for reports and projects. <b>Minimum Education:</b> Bachelor's degree or equivalent in relevant field and seven years of related work experience.**
<b>Intelligence Analyst III</b>	Is responsible for supervising those performing analytical functions involving general intelligence, foreign policy or security issues. Approves draft reports prepares major analytical reports for use by decision makers. Frequently serves as technical lead or overall editor for major reports and projects. <b>Minimum Education:</b> Master's degree or equivalent in relevant field and ten years of related work experience.**
<b>Management Analyst I</b>	Plans and executes small to medium size projects under the guidance of a Project Manager or Senior Meeting Planner. Assists in preparing and maintaining the project schedule and budget. Assists in preparing and delivering status reports to the client. For small to medium size projects, can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, and prioritization of tasks. May serve as technical lead for the project. <b>Minimum Education</b> Bachelor's degree or equivalent in relevant field and five years of related work experience.*
<b>Management Analyst II</b>	Is responsible for supervising a project. Plans and executes medium size projects, or under the guidance of a Project Manager, a large project. Assists in preparing and maintaining the project schedule and budget. Assists in preparing and delivering status reports to the client. For small to medium size projects, can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, and prioritization of tasks. May serve as technical lead for the project. <b>Minimum Education:</b> Bachelor's degree or equivalent or Master's Degree in relevant field and seven years of related work experience.**
<b>Manager I</b>	Assists with planning and executing a project, and works closely with other project staff. Attentive to the project schedule and budget. Drafts input to status reports for the client. <b>Minimum Education:</b> Bachelor's degree or equivalent in relevant field and five years of related work experience.*
<b>Manager II</b>	Works with project supervisor/manager in planning and executing a project, and supervises some project staff. Assists in preparing and maintaining the project schedule and budget. Assists in preparing status reports to the client. Anticipates need for and takes corrective action as necessary to ensure project success. <b>Minimum Education:</b> Bachelor's degree or equivalent in relevant field and ten years of managerial experience, including three years of related managerial experience.*

Labor Category	Description/Education Requirements
<b>Manager III</b>	Responsible for planning and executing a project, and supervises project staff. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the client. Serves as primary point of contact for the client. Oversees all work and takes corrective action as necessary to ensure project success. Prepares end of project reports. Manages staff, budget, and prioritization of tasks. <b>Minimum Education:</b> Bachelor's degree or equivalent or Master's Degree in relevant field and seven years of related work experience.**
<b>Office Manager I</b>	Assists with overall management support to the office, including handling intra- and inter-office communications, budgetary and program issues, personnel matters, and other functions assigned by the client. <b>Minimum Education:</b> Bachelor's degree or equivalent and five years of related work experience.*
<b>Office Manager II</b>	Provides overall management support to the office. Works closely with the client to ensure that all communications, budgetary and program issues, personnel matters, and other functions assigned by the client are handled in the most appropriate and professional manner. <b>Minimum Education:</b> Bachelor's degree or equivalent and seven years of related work experience.*

\*A Bachelor's Degree is equivalent to four (4) years of work experience.

\*\*Four (4) years of work experience with a Bachelor's Degree or eight (8) years of work experience is equivalent to a Master's Degree. Additional experience beyond a Master's Degree may be equivalent to a Doctor's Degree.

Please be advised that the following individual Schedule contracts have been migrated to this Consolidated Schedule. As a result, no additional standalone Task Orders can be awarded, or BPAs established, under these contracts:

Single Schedule Name	Former Contract Number
GSA Advertising & Integrated Marketing Solutions (AIMS)	GS-23F-0199S
GSA Mission Oriented Business Integrated Services (MOBIS)	GS-10F-0287R

**Other Direct Costs (ODCs)**

PRODUCT	Unit of Issue (e.g. Hour, Task, Sq ft)	Contractor or Customer Facility or Both	Domestic or Overseas	Ceiling Price/Rate Offered to GSA (Including IFF)
Pens (logo)	Unit	Both	Worldwide	\$ 3.83
Binder, 1"	Unit	Both	Worldwide	\$ 1.73
Binder, 2"	Unit	Both	Worldwide	\$ 4.42
Binder, 3"	Unit	Both	Worldwide	\$ 5.19
Binder, 4"	Unit	Both	Worldwide	\$ 9.10

HARLAN LEE & ASSOCIATES LLC

<b>PRODUCT</b>	<b>Unit of Issue (e.g. Hour, Task, Sq ft)</b>	<b>Contractor or Customer Facility or Both</b>	<b>Domestic or Overseas</b>	<b>Ceiling Price/Rate Offered to GSA (Including IFF)</b>
Copy Paper 8.5x11 (4000/carton)	Unit	<i>Both</i>	Worldwide	\$ 83.48
Card Stock (250/pack)	Unit	<i>Both</i>	Worldwide	\$ 15.21
Cover Stock (250/pack)	Unit	<i>Both</i>	Worldwide	\$ 12.94
Archival Photo Paper (44"x100')	Unit	<i>Both</i>	Worldwide	\$ 195.67
Multi-pack Ink Cartridges (C,M,Y,K)	Unit	<i>Both</i>	Worldwide	\$ 107.73
Compact Disc, Blank (100 discs)	Unit	<i>Both</i>	Worldwide	\$ 20.14
DVD-R, Blank (50 discs)	Unit	<i>Both</i>	Worldwide	\$ 50.04
Envelope, CD/DVD (250/box)	Unit	<i>Both</i>	Worldwide	\$ 10.56
Clear View Covers (100/box)	Unit	<i>Both</i>	Worldwide	\$ 42.22
Shipping Labels (1000/box)	Unit	<i>Both</i>	Worldwide	\$ 40.74
Index tabs (31/set)	Unit	<i>Both</i>	Worldwide	\$ 5.91
Memory Stick (USB, 16GB)	Unit	<i>Both</i>	Worldwide	\$ 9.78
Badge strap clips (25/pack)	Unit	<i>Both</i>	Worldwide	\$ 5.58
Plastic Binding Spines (100/box)	Unit	<i>Both</i>	Worldwide	\$ 19.40
Compressed air canisters (6/pack)	Unit	<i>Both</i>	Worldwide	\$ 71.22
Foam Board (10/box)	Unit	<i>Both</i>	Worldwide	\$ 147.98
Sign: 12"x24" with laminate	Unit	<i>Both</i>	Worldwide	\$ 29.38
Sign: 30"x30" laminate/ultraboard	Unit	<i>Both</i>	Worldwide	\$ 206.25
Easels	Unit	<i>Both</i>	Worldwide	\$ 17.37
Fold-back Binder Clips (12/box)	Unit	<i>Both</i>	Worldwide	\$ 0.35
Packaging Tape, Scotch (6/pack)	Unit	<i>Both</i>	Worldwide	\$ 16.52
Multi-surf Painter's Tape (60yd/roll)	Unit	<i>Both</i>	Worldwide	\$ 5.39
Adhesive Picture Hanging Strips (8/pack)	Unit	<i>Both</i>	Worldwide	\$ 4.43
Camcorder (Sony EX3) Rental	Weekly	<i>Both</i>	Worldwide	\$ 577.59
Black and white copying (100 pgs)	Per 100 Pgs	<i>Both</i>	Worldwide	\$ 1.53
Color copying (100 pgs)	Per 100 Pgs	<i>Both</i>	Worldwide	\$ 10.56