



**GENERAL SERVICES ADMINISTRATION
Federal Supply 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 are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSAAdvantage!® is: GSAAdvantage.gov

Multiple Award Schedule

FSC Group: **Professional Services**

Contract Number: GS-00F-159CA

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Contract Period: June 12, 2020 – June 11, 2025

Jones Lang LaSalle Americas, Inc.
2020 K Street, NW, Suite 1100
Washington, D.C. 20006

<http://www.us.jll.com>

Contract Administrator: Bill Barton 202-719-6906

Business size: Large

Price list current as of Modification # A847 effective 9/20/2022

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Company Overview

Providing Real Estate, Advisory and Financial Expertise and Best Practices

Jones Lang LaSalle¹ (JLL) is a leading global real estate services and investment management firm. A multi-billion dollar corporation, JLL operates in 80 countries from more than 1,700 locations worldwide. Our clients – corporations, governments, education institutions, developers, retailers and investors – depend on us to deliver best practices that maximize real estate’s contribution to their organizations. JLL is recognized worldwide for its superior service delivery, strong business metrics, high ethical standards and its demonstrated commitment to sustainability initiatives.

Transforming real estate portfolios into more efficient inventories that meet organizational needs, we assist our clients in implementing and executing their real estate strategies from concept development through negotiations at the federal, state and local level. Our experience in the public and private sectors provides government agencies the insight and expertise necessary to turn a real estate portfolio into a collection of *working* assets. Unlocking the value once trapped in underutilized real estate can help fund programs critical to an agency’s mission.

Our Public Institutions practice has a dedicated team of public sector specialists with full access to our firm’s network of resources and specialty practices. We combine public and private sector best practices and expertise to deliver a full range of integrated real estate solutions and financial advisory services focused on the unique needs and missions of government agencies.

Our areas of expertise include, among others:

- Asset and portfolio management
- Public-private partnerships
- Privatization advice and assistance
- Development and project management
- Master planning and land use analysis
- Developer solicitation/project marketing
- Deal structuring
- Transaction negotiation and closure
- Financial advisory services
- Portfolio management strategy
- Project and program management
- Real estate strategy
- Market and economic analysis
- Due diligence/survey data
- Feasibility/highest and best use assessments
- Enhanced use leasing
- Lease acquisitions and property disposals
- Sustainability advisory services
- Transit oriented development
- Tenant representation and brokerage
- Integrated facilities management
- Grant management support services

Our firm has unparalleled expertise and experience as a full-service, one-stop, vertically integrated real estate services and investment management firm with a proven track record of delivering value-add services to a multitude of public sector clients.

¹ Jones Lang LaSalle Americas, Inc. is a wholly owned subsidiary of Jones Lang LaSalle Incorporated and that company’s operating entity for the western hemisphere. Use of the terms “Jones Lang LaSalle,” “JLL” and first-person pronouns may refer to either entity or both.

Our Professional Services

JLL services span the following Multiple Award Schedule categories:

- **Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (Category 541611):** Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

** Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.

- **Financial Advising, Loan Servicing, and Asset Management Services (Category 522310):** Services include assisting agencies on cross-cutting issues, asset marketability, equity monitoring, originations, and addressing any other considerations regarding the acquisition, management and/or resolution of an asset; assisting agencies in servicing, monitoring and maintaining loan assets such as establishing loan database, remittance processing, processing loan cancellations and consolidations, billing services, and servicing troubled loans which may include borrower negotiations, restructuring, foreclosure and supervision of the sale of the collateral and workout agreements.
- **Financial Asset Resolution Services (Category 531210):** Assist agencies in all asset resolution related areas including valuation / pricing, portfolio stratification, restructuring and disposition strategies which best meet agency goals. Make specific recommendations as to the best execution. Conduct a sale or other disposition vehicle. Provide marketing expertise, budget and credit reform analyses.
- **Payroll Services (Category 541214):** Services include those that an agency identifies as recurring commercial activities such as billing, payroll processing that includes collecting information on hours worked, pay rates, deductions, and other payroll-related data using that information to generate paychecks, payroll reports, and tax filings. These establishments may use data processing and tabulating techniques as part of providing their services.
- **Comprehensive Furniture Management Services (Category 541614CF):** Services including but not limited to Project Management, Assets Management, and Furniture Design/Layout.
- **Office Relocation and Reconfiguration (Category 541614OR):** Services for relocating and/or reconfiguring existing office furniture, equipment, and related supplies. Services include, but are not limited to, pre-move planning, relocation plan designing, reorganizing, and related ancillary supplies such as packing materials.

Customer Information

1a. Table of awarded category numbers:

Category	Category Title
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
522310	Financial Advising, Loan Servicing, and Asset Management Services
531210	Financial Asset Resolution Services
541214	Payroll Services
541614CF	Comprehensive Furniture Management Services
541614OR	Office Relocation and Reconfiguration
OLM	Order-Level Materials

1b. Prices are found on pages 7-8

1c. Labor categories are found pages 9-12

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

3. Minimum order: \$100

4. Geographic coverage: Domestic and Overseas

5. Point(s) of production (city, county, and State or foreign country): Washington, D.C.

6. Discount from list prices or statement of net price: Prices Shown Herein Are Net (discount deducted)

7. Quantity discounts: None

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions: Net 30 days

9. Foreign items (list items by country of origin): Not Applicable

10a. Time of delivery: Not applicable

10b. Expedited Delivery: Items available for expedited delivery are noted in this price list

10c. Overnight and 2-day delivery: Not applicable

10d. Urgent Requirements: Contact Bill Barton, Contract Administrator

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

12a. Ordering address:

Jones Lang LaSalle Americas, Inc.
Attn: Bill Barton
2020 K Street, NW, Suite 1100
Washington, DC 20006-1806

12b. 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.

13. Payment address:

Jones Lang LaSalle Americas, Inc.
33832 Treasury Center
Chicago, IL 60694-3400

14. Warranty provision: Not applicable

15. Export packing charges: Not applicable

16. Terms and conditions of rental, maintenance, and repair: Not applicable

17. Terms and conditions of installation: Not applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable

18b. Terms and conditions for any other services: Not applicable

19. List of service and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventive maintenance: Not applicable

22a. Special attributes such as environmental attributes: Not applicable

22b. 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/. Not applicable

23. Unique Entity Identifier (UEI) number: NE9KSKUZ8CW9

24. Notification regarding registration in System for Award Management (SAM) database: Registered as Jones Lang LaSalle Americas, Inc.

Professional Services Hourly Rates

The following hourly rates apply to consulting services under Categories:

- 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- 522310 – Financial Advising, Loan Servicing, and Asset Management Services
- 531210 – Financial Asset Resolution Services
- 541214 – Payroll Services

** Note: Additional labor categories and rates that apply to Category 541611 can be found on the following page.

Labor Category	Five-Year Period Hourly Rates				
	6/12/20 to 6/11/21	6/12/21 to 6/11/22	6/12/22 to 6/11/23	6/12/23 to 6/11/24	6/12/24 to 6/11/25
Partnering / Leadership Chief	\$428.75	\$435.18	\$441.71	\$448.33	\$455.06
Real Estate Specialist (Senior)	\$347.33	\$352.54	\$357.83	\$363.20	\$368.65
Investment Markets Executive	\$314.77	\$319.49	\$324.29	\$329.15	\$334.09
Program Manager	\$271.36	\$275.43	\$279.56	\$283.76	\$288.01
Real Estate Specialist (Junior)	\$271.36	\$275.43	\$279.56	\$283.76	\$288.01
Project Manager	\$206.23	\$209.32	\$212.46	\$215.65	\$218.88
Financial Analyst (Senior)	\$173.67	\$176.27	\$178.92	\$181.60	\$184.32
Financial Analyst (Junior)	\$135.68	\$137.71	\$139.78	\$141.87	\$144.00
Technical Writer	\$83.58	\$84.83	\$86.10	\$87.39	\$88.70
Administrative	\$73.81	\$74.92	\$76.04	\$77.18	\$78.34

The following hourly rates apply to consulting services under Category:

- 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Labor Category	Five-Year Period Hourly Rates				
	6/12/20 to 6/11/21	6/12/21 to 6/11/22	6/12/22 to 6/11/23	6/12/23 to 6/11/24	6/12/24 to 6/11/25
Senior Executive / Industry Expert	\$428.75	\$435.18	\$441.71	\$448.33	\$455.06
Project Executive	\$347.33	\$352.54	\$357.83	\$363.20	\$368.65
Functional Specialist	\$314.77	\$319.49	\$324.29	\$329.15	\$334.09
Senior Manager	\$255.08	\$258.91	\$262.79	\$266.73	\$270.73
Manager	\$206.23	\$209.32	\$212.46	\$215.65	\$218.88
Senior Consultant	\$173.67	\$176.27	\$178.92	\$181.60	\$184.32
Consultant	\$135.68	\$137.71	\$139.78	\$141.87	\$144.00

The following hourly rates apply to consulting services under Category:

- 541614CF – Comprehensive Furniture Management Services
- 541614OR – Office Relocation and Reconfiguration

Labor Category	Five-Year Period Hourly Rates			
	7/20/21 to 6/11/22	6/12/22 to 6/11/23	6/12/23 to 6/11/24	6/12/24 to 6/11/25
Senior Project Director	\$168.75	\$171.28	\$173.85	\$176.45
Project Director, Architecture	\$152.00	\$154.28	\$156.59	\$158.94
Senior Project Manager, Interiors	\$140.00	\$142.10	\$144.23	\$146.39
Program Manager, Architecture	\$127.51	\$129.42	\$131.36	\$133.33
Project Principal	\$140.51	\$142.62	\$144.76	\$146.93
Project Director	\$121.50	\$123.32	\$125.17	\$127.05
Sr. Project Manager	\$113.45	\$115.15	\$116.88	\$118.63
Project Manager	\$99.72	\$101.21	\$102.73	\$104.27
Project Associate	\$90.66	\$92.02	\$93.40	\$94.80

Transaction Rates

The following rates apply to Categories 522310, 531210, and 541214 for the specified services identified:

Brokerage Services**Percent per Transaction*****Owner Representation***

New Lease – No Cooperating Broker
Years 1-10: 3% of gross rental amount
Years 11 +: 2% of gross rental amount

New Lease – Cooperating Broker Originates Lease
Years 1-10: 2% of gross rental amount
Years 11 +: 1% of gross rental amount

Tenant Representation

2.59% of gross rent

Labor Category Descriptions

Labor Category	Labor Category Description
Senior Executive/ Industry Expert	<p>Description: Leader in the firm responsible for client partnering, relationships and overall responsibility for the program/project.</p> <p>Minimum Education & Minimum Experience: Master's degree and 12 years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Project Executive	<p>Description: Leader in the firm responsible for client partnering, relationships and overall responsibility for the program/project.</p> <p>Minimum Education & Minimum Experience: Master's degree and 10 years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Functional Specialist	<p>Description: Brings at least five (5) years of experience in the relevant functional specialty as a subject matter expert with a proven track record of service delivery and strategic guidance to clients in a functional area key to the project.</p> <p>Minimum Education & Minimum Experience: Master's degree and nine (9) years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Senior Manager	<p>Description: Performs as lead project/program facilitator for mid- to large-sized project/task teams. Overall responsibility for project management, methodology and team performance.</p> <p>Minimum Education & Minimum Experience: Master's degree and eight (8) years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Manager	<p>Description: Performs as project facilitator and leads mid-sized project/task-related teams. Directly oversees the project, ensuring that deliverables are completed and delivered on time, and that issues are brought to the attention of both the client and team lead. Manages opportunities and challenges throughout project execution.</p> <p>Minimum Education & Minimum Experience: Master's degree and five (5) years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Senior Consultant	<p>Description: Leads small project/task teams.</p> <p>Minimum Education & Minimum Experience: Bachelor's degree and three (3) years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>

Labor Category	Labor Category Description
Consultant	<p>Description: Provides analytical support to project/task teams.</p> <p>Minimum Education & Minimum Experience: Bachelor’s degree in real estate, development, management, public policy, operations, finance, investment, research, strategic planning or related fields. No minimum experience required.</p>
Administrative	<p>Description: General computer, financial, editing, word-processing, graphics and administrative skills to support project teams.</p> <p>Minimum Education & Minimum Experience: Associate degree. No minimum experience required.</p>

Labor Category	Labor Category Description
Partnering/ Leadership Chief	<p>Description: Leader in the firm responsible for client partnering, relationships and overall program/project execution.</p> <p>Minimum Education & Minimum Experience: Master’s degree and 12 years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Real Estate Specialist (Senior)	<p>Description: Leader in the firm with overall responsibility for the program/project. Provides guidance in one or more areas as a subject matter expert.</p> <p>Minimum Education & Minimum Experience: Master’s degree and 10 years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Investment Markets Executive	<p>Description: Brings at least five (5) years of experience in the relevant functional specialty as a subject matter expert with a proven track record of service delivery and strategic guidance to clients in a functional area key to the project.</p> <p>Minimum Education & Minimum Experience: Master’s degree and nine (9) years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Program Manager	<p>Description: Performs as lead project/program facilitator for mid- to large-sized project/task teams. Overall responsibility for project management, methodology and team performance.</p> <p>Minimum Education & Minimum Experience: Master’s degree in a relevant professional discipline and eight (8) of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>

Labor Category	Labor Category Description
Real Estate Specialist (Junior)	<p>Description: Provides guidance in one or more areas as a subject matter expert.</p> <p>Minimum Education & Minimum Experience: Master’s degree in a relevant professional discipline and six (6) years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field..</p>
Project Manager	<p>Description: Performs as project facilitator and leads small- to mid-sized project/task teams. Directly oversees the project, ensuring that deliverables are completed and delivered on time, and that issues are brought to the attention of both the client and team lead. Manages opportunities and challenges throughout project execution.</p> <p>Minimum Education & Minimum Experience: Master’s degree in a relevant professional discipline and five (5) years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Financial Analyst (Senior)	<p>Description: Leads small project/task teams.</p> <p>Minimum Education & Minimum Experience: Bachelor’s degree in a relevant professional discipline and three (3) years of experience in real estate, management, public policy, finance, planning, architecture, engineering, development, operations, research, and/or related military career or similar field.</p>
Financial Analyst (Junior)	<p>Description: Provides analytical support to project/task teams.</p> <p>Minimum Education & Minimum Experience: Bachelor’s degree in real estate, development, management, public policy, operations, finance, investment, research, strategic planning and/or related fields. No minimum experience required.</p>
Technical Writer	<p>Description: Compiles necessary information, writes and edits required documents, proofreads materials for accuracy and consistency, and provides consultation on the best and most appropriate means of conveying written information.</p> <p>Minimum Education & Minimum Experience: Bachelor’s degree in real estate, development, management, public policy, operations, finance, investment, research, strategic planning or related fields. No minimum experience required.</p>

Labor Category	Labor Category Description
<p>Senior Project Director</p>	<p>Description: Senior level position possesses business unit management responsibilities and provides managerial and technical leadership to direct and support a broad range of activities. Leader in the firm responsible for client partnering, relationships and overall responsibility for the program/project. Authority to enter into contracts for the provision of professional services. Performs as lead project/program facilitator for large-sized complex program/project teams. Actively participates in business development and is responsible for the timely and accurate completion of projects in accordance with contractual agreements. Progressively responsible experience in strategic planning and analysis; and program management to include conducting of studies, cost management, schedule analysis, quality assurance and organization re-alignment Responsible for overall support and oversight of the delivery of Project Management services including comprehensive design, tenant fit out, reconfiguration, relocation, and increasing or downsizing of office spaces and similar facilities Supports the reorganization and consolidation of existing facilities and/or the opening of new facilities.</p> <p>Minimum Education & Minimum Experience: Master’s degree and 10 years of experience, including senior management experience.</p>
<p>Project Director, Architecture</p>	<p>Description: Senior level position possesses business unit management responsibilities and provides managerial and technical leadership to direct and support a broad range of activities. Leader in the firm responsible for client partnering, relationships and overall responsibility for the program/project. Authority to enter into contracts for the provision of professional services. Performs as lead project/program facilitator for large-sized complex program/project teams. Responsible for oversight of the delivery of comprehensive design to support tenant fit out, reconfigurations, relocations, and increasing or downsizing of office spaces and similar facilities. Supports the reorganization and consolidation of existing facilities and/or the opening of new facilities. Actively participates in business development and is responsible for the timely and accurate completion of projects in accordance with contractual agreements. Progressively responsible experience in strategic planning and analysis; and program management to include conducting of studies, cost management, schedule analysis, quality assurance and organization re-alignment.</p> <p>Minimum Education & Minimum Experience: Master’s degree and 12 years of experience including senior management experience.</p>

Labor Category	Labor Category Description
<p>Senior Project Manager, Interiors</p>	<p>Description: Provides effective leadership and management to projects, ensuring quality performance by the project team. Responsible for delivery of client focused Project Management services for tenant fit out including comprehensive design, reconfiguration, relocation, and increasing or downsizing of office spaces and similar facilities. Extensive knowledge of the planning, budgeting and design process, including all phases from strategic operational/logistical planning/budgeting, procurement strategy and implementation, end user, project team and client communications, and close out. Responsible and accountable for all facets of project performance, including technical/professional, financial, quality control and client satisfaction. Provides training and technical direction of junior personnel. Manage projects and key initiatives through full life cycle from very preliminary planning phases to completion and implementation. Orchestrate overall logistics of interior renovations, tenant fit out, relocations and furniture installations. Supports the reorganization and consolidation of existing facilities and/or the opening of new facilities. Develop and maintain relationships with clients, manage project initiation through to closing including gathering scope, definition and requirements, planning, managing resources, identifying, and mitigating risks, within timeframes, budget and to requirements. Apply advanced understanding of project management, quality assurance, and requirements gathering techniques to utilize strong technical and analytical skills, and a solid business perspective to deliver value to customers.</p> <p>Minimum Education & Minimum Experience: Bachelor’s degree and eight (8) years of experience with four (4) years as a Project Manager, Interiors or similar role.</p>
<p>Program Manager, Architecture</p>	<p>Description: Senior level position overseeing a single client portfolio or group of clients and provides managerial and technical leadership to all direct reports and supports a broad range of activities. Responsible for partnering with the client, understanding client’s objectives and key goals, develop new business opportunities and priorities and oversight of all client programs and projects. Program management to include conducting studies, cost manage, schedule analysis, quality assurance and organization re-alignment when necessary to meet client’s needs. Responsible for oversight of the delivery of comprehensive design to support tenant fit out, reconfigurations, relocations, and increasing or downsizing of office spaces and similar facilities. Supports the reorganization and consolidation of existing facilities and/or the opening of new facilities.</p> <p>Minimum Education & Minimum Experience: Bachelor’s degree and 10 years of experience including management experience.</p>

Labor Category	Labor Category Description
Project Principal	<p>Description: A relocation and operations manager, whose responsibilities include strategic planning and analysis; and program management to include conducting of studies, report preparation, cost modeling, statistical analysis, quality assurance and organization re-alignment specific to furniture asset management services and office relocation and reconfiguration services. Supports the reorganization and consolidation of existing facilities and/or the opening of new facilities.</p> <p>Minimum Education & Minimum Experience: Bachelor's degree and 12 years of experience.</p>
Project Director	<p>Description: A relocation and operations manager, whose responsibilities include strategic planning and analysis; and program management to include conducting of studies, report preparation, cost modeling, statistical analysis, quality assurance and organization re-alignment specific to furniture asset management services and office relocation and reconfiguration services. Supports the reorganization and consolidation of existing facilities and/or the opening of new facilities.</p> <p>Minimum Education & Minimum Experience: Bachelor's degree and seven (7) years of experience.</p>
Sr. Project Manager	<p>Description: Manages relocation projects and key initiatives through full life cycle from very preliminary planning phases to completion and implementation for furniture asset management services and office relocation and reconfiguration services. Supports the reorganization and consolidation of existing facilities and/or the opening of new facilities. Develops and maintains relationships with sponsors, manages project initiation through to closing including gathering scope, definition and requirements, planning, managing resources, identifying, and mitigating risks, within timeframes, budget and to requirements. Applies advanced understanding of project management, quality assurance, and requirements gathering techniques to utilize strong technical and analytical skills, and a solid business perspective to deliver value to customers.</p> <p>Minimum Education & Minimum Experience: Bachelor's degree and eight (8) years of experience.</p>
Project Manager	<p>Description: Manages projects and key initiatives of furniture asset management services and office relocation and reconfiguration services through full life cycle from very preliminary planning phases to completion and implementation. Supports the reorganization and consolidation of existing facilities and/or the opening of new facilities. Develops and maintains relationships with sponsors, manages project initiation through closing including gathering scope, definition and requirements, planning, managing resources, identifying, and mitigating risks, within timeframes, budget and to requirements. Applies advanced understanding of project management, quality assurance, and requirements gathering techniques to utilize strong technical and analytical skills, and a solid business perspective to deliver value to customers.</p> <p>Minimum Education & Minimum Experience: Bachelor's degree and three (3) years of experience.</p>

Labor Category	Labor Category Description
<p>Project Associate</p>	<p>Description: Strong technical aptitude and demonstrated ability to work as a key member of a project team to support project management activities. Candidates will bring the following experience to the job:</p> <ol style="list-style-type: none"> 1. The ability to respond quickly and effectively to client needs through exceptional organizational skills, with proven experience prioritizing work and handling several projects at one time; 2. Sound judgment, strong problem-solving skills, efficiency and ability to take ownership of results is preferred; 3. A strong focus on detail and accuracy of work; strong interpersonal, business communication, and project/time management skills; and excellent oral and written communication skills. <p>Minimum Education & Minimum Experience: Associates degree and four (4) years of experience.</p>

Substitution Methodology
Degree and Experience Equivalency

Required Min EDU	Education Equivalence Substitution Matrix
Associate	High School Degree and two (2) additional years of relevant experience may be substituted for an Associate Degree
Bachelor’s	An Associate degree and two (2) additional years of relevant experience may be substituted for a Bachelor’s Degree,
Master’s	A Bachelor’s Degree plus two (2) additional years of relevant experience may be substituted for a Master’s Degree

Service Contract Labor Standards Matrix:

SCLS/SCA Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
** Administrative	01020 – Administrative Assistant	15-4281
** Technical Writer	30461 – Technical Writer I	15-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).