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 GSA Advantage! is: GSAAdvantage.gov.

**Human Resources & EEO Services Schedule**
**FSC GROUP 738 PART 10 SECTION 1**

**Special Item No. 595-21 - General Support HR Services.**
**Special Item No. 595-28 - Social Services.**

## Contract Number: GS-02F-0072V
## Contract Period: 2/18/2009 thru 2/17/2014

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


**ICF Incorporated, L.L.C.**
**9300 Lee Highway**
**Fairfax, VA 22031**
**703-934-3000**
**703-934-3740**
**icfgsacontracts@icfi.com**
**www.icfi.com/Services/Contract-Vehicles/**


**Business Size: Large Business**

## Customer Information:

1a. Awarded special item numbers:

**Special Item No. 595-21 - General Support HR Services**

**Special Item No. 595-28 - Social Services**

1b. Pricelist: **Included.**

2. Maximum order. **$1,000,000.** For orders in excess of $1,000,000, which may be placed, please contact ICF Incorporated, L.L.C. for additional information.

3. Minimum order. **$100.**

4. Geographic coverage: **Domestic Delivery.**

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

6. Prices Shown in Catalogue: **Net prices.**

7. Quantity discounts: **None.**

8. Prompt payment terms: **0%, net 30 days.**

9a. Government Commercial Credit Card: **Yes, below the $2,500 dollar micropurchase threshold.**

9b. Government Commercial Credit Card: **Yes, above the $2,500 dollar micropurchase threshold.**

10. Foreign items: **None.**

11a. Time of delivery: **Specified in task order.**

11b. Expedited Delivery: **None.**

11c. Overnight and 2-day delivery: **None.**

11d. Urgent Requirements: **Contact ICF Incorporated to expedite urgent requirements.**

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

13a. Ordering address:

**ICF Incorporated, L.L.C.**
**9300 Lee Highway**
**Fairfax, VA 22031**
**Mark McNeely, Director, Policy and GSA Contracts**
**1-703-934-3484**
**1-703-218-2547 FAX**
**icfgsacontracts@icfi.com**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

**Check/U.S. Mail**
ICF Incorporated, L.L.C.
P.O. Box 7777 – W510501
Philadelphia, PA 19175-0501

**Wire Transfer**
ICF Incorporated, L.L.C.
Account No: 6203219502
Citizens Bank
ABA No: 036076150

15. Warranty provision: **Contractor's standard commercial warranty.**

16-24. Terms and Conditions: **Not applicable.**

25. Data Universal Number System (DUNS) number. **07-2648579.**

*Cage Code Number:* **5M571.**

26. Central Contractor Registration: **ICF Incorporated is registered in the CCR Database.**

## Labor Category Descriptions

- **Project Director/ Senior Subject Matter Expert**

**Minimum/General Experience:** Minimum 12 years relevant experience.

**Functional Responsibility:** Serves as a consultant to executive management and senior program leadership. This position is responsible for developing and directing others in the planning and delivering of the relevant set of functional and management services. In this role, assures new concepts are developed and implemented. Develops solutions to unusually complex problems which impact organization objectives. Expert in the use of relevant analytical, methodological, and management tools needed to organize, perform, and deliver the services being provided including human resources and social services.

**Minimum Education:** Masters Degree or equivalent combination of education and experience in social science, public policy, or related disciplines.

- **Project Manager/Subject Matter Expert**

**Minimum/General Experience:** Minimum 10 years relevant experience.

**Functional Responsibility:** Leads large and/or complex project teams and provides services in one or more relevant service areas, including: consulting services, human resource services, social services, and program integration and project management services. Expert in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the human resources and/or social services being provided.

**Minimum Education:** Masters Degree or equivalent combination of education and experience in social science, public policy, or related disciplines.

- **Project Manager/Tech Lead**

**Minimum/General Experience:** Minimum 8 years relevant experience.

**Functional Responsibility:** Serves as project manager for a task order and assists with working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager or corporation, responsible for the overall management of the task order and insures that the technical solutions and schedules in the project are implemented in a timely manner. Provides leadership to project team, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel.

**Minimum Education:** Masters Degree or equivalent combination of education and experience in social science, public policy, or related disciplines.

- **Task Lead**

**Minimum/General Experience:** Minimum 6 years relevant experience.

**Functional Responsibility:** Provides leadership and technical direction to the team. Interacts with the client and provides advice and counsel and develops solutions to complex methodological problems. Provides technical quality control and oversight for team products and deliverables.

**Minimum Education:** Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Senior Associate**

**Minimum/General Experience:** Minimum 5 years relevant experience.

**Functional Responsibility:** Works independently under general supervision. Position requires a solid background in the technical area of expertise and/or quantitative skills, and good writing and communication skills. Structures an approach to project analysis requirements, and conducts and coordinates analysis. Supervises junior staff.

**Minimum Education:** Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Associate**

**Minimum/General Experience:** Minimum 4 years relevant experience.

**Functional Responsibility:** An advisor to senior management on industry best practices, methods, and approaches. Applies and develops of new concepts, methods, and techniques to obtain solutions. Plans and arranges schedule and budget for a project.

**Minimum Education:** Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Junior Associate**

**Minimum/General Experience:** Minimum 3 years relevant experience.

**Functional Responsibility:** Position requires a background in the technical area of expertise and/or quantitative skills, effective task participation, and good writing and communication skills. Works under close supervision and, over time, functions with greater independence. Collects, analyzes, and assesses quantitative and qualitative data, writes drafts of methods and approaches, summaries, evaluations, and results within the scope of the assignment. Coordinates progress with other work team members.

**Minimum Education:** Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Senior Research Support**

**Minimum/General Experience:** Minimum 2 years relevant experience.

**Functional Responsibility:** Provides expertise to significant and unique issues where the analysis of situations or data requires an evaluation of hard and soft information. Exercises independent judgment in developing research methods, techniques and evaluation criteria for obtaining results. Coordinates the activities of groups and often supervises the activities of other project staff.

**Minimum Education:** Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Administrative Support**

**Minimum/General Experience:** None.

**Functional Responsibility:** This position requires general experience and capabilities supporting project teams. Capable of working with close supervision to provide support for: typing, copying, meeting scheduling and similar related activities.

**Minimum Education:** Associates Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Research Support**

**Minimum/General Experience:** None.

**Functional Responsibility:** Provides technical personnel with assistance in research, writing, and computer applications. Performs data collection, including acquiring data from clients per arrangements made by the task or contract manager, and data entry. Assists in the preparation and development of technical reports, deliverable products, and client briefings.

**Minimum Education:** Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

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## Equivalent Experience Requirements for ICF Labor Categories

- Any combination of additional years of relevant experience plus full time college level study totaling four years will be an acceptable substitute for a Bachelors degree.

- A Bachelors degree plus any combination of additional years of relevant experience and graduate level study totaling two years will be an acceptable substitute for a Masters degree.

- Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.

- Staff with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a labor category for that assignment.

Staff whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased for purposes of placement in a labor category for that assignment.

## Schedule Pricelist

| | Hourly Rate | | | | |
|---|---|---|---|---|---|
| **Category Title** | **2/18/09 - 2/17/10** | **2/18/10 - 2/17/11** | **2/18/11 - 2/17/12** | **2/18/12 - 2/17/13** | **2/18/13 - 2/17/14** |
| Project Director/ Senior Subject Matter Expert | $167.66 | $174.37 | $181.34 | $188.60 | $196.14 |
| Project Manager/Subject Matter Expert | $143.43 | $149.17 | $155.13 | $161.34 | $167.79 |
| Project Manager/Tech Lead | $106.64 | $110.91 | $115.35 | $119.96 | $124.76 |
| Task Lead | $99.56 | $103.54 | $107.68 | $111.99 | $116.47 |
| Senior Associate | $93.01 | $96.73 | $100.60 | $104.62 | $108.81 |
| Associate | $71.21 | $74.06 | $77.03 | $80.11 | $83.31 |
| Junior Associate | $65.43 | $68.05 | $70.77 | $73.60 | $76.55 |
| Senior Research Support | $59.31 | $61.69 | $64.15 | $66.72 | $69.39 |
| Administrative Support | $49.98 | $51.98 | $54.06 | $56.22 | $58.47 |
| Research Support | $40.93 | $42.57 | $44.27 | $46.04 | $47.88 |