

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICES
PROFESSIONAL SERVICES SCHEDULE (PSS)

Industrial Group: 00CORP

CONTRACT No: GS-10F-0340T

Period of Performance: August 20, 2007- August 19, 2022

Authorized Federal Supply Services Schedule Price List

Products and ordering information in this Authorized FSS PSS Schedule and Pricelist are also available on the GSA Advantage! System. Agencies can Browse GSA Advantage! By accessing the Federal Supply Service's Home Page via Internet at <http://www.GSAAdvantage.gov>

SciMetrika, LLC
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www.scimetrika.com

Small Business (Modification No. PO-0036, dated 8/20/2017)

1 CUSTOMER INFORMATION, TERMS & CONDITIONS

1a. Special Item Numbers: 874-1, 874-1RC, 874-7, and 874-7RC

1b. Pricing for Services: see Labor category descriptions for rates. This contract includes labor prices only. Other Direct Costs (ODCs) necessary to complete services will be included in proposals and may be ordered in accordance with the procedures laid out in FAR 8.4.02(f).

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

3. Minimum Order: \$100

4. Geographic coverage: Domestic and overseas

5. Points of Production: N/A

6. Discount from List Prices: SciMetrika, LLC submitted pricing based on “Other Than Cost and Pricing Data,” rather than discounts from a Commercial Pricelist. The Government’s overall prices, term and conditions are better than SciMetrika’s Most Favored Customers (MFC’s) the Center of Disease Control (CDC) who receives a basic discount of 0%, no prompt payment discounts, FOB Discounts or quantity or dollar discounts.

7. Quantity Discounts: N/A

8. Prompt Payment Terms: Net 30

9. Government Commercial Credit Cards: are accepted up to the micro-threshold

10. Foreign Items: N/A

11. Time of Delivery: Per Task

12. FOB Point: Destination

13a. Ordering Address: SciMetrika, LLC
100 Capitola Drive, Suite 106
Durham, NC 27713-4451
Point of Contact: Jessica Lazenby
Telephone: (828) 505-7868
Email: jlazenby@scimetrika.com

13b. BPA Ordering Procedures: The ordering procedures, information on Blanket Purchase Agreements and sample BPA can be found at the GSA/FSS Schedule homepage: www.fss.gsa.gov/schedules

14. Payment Address: SciMetrika, LLC.
100 Capitola Drive, Suite 106
Durham, NC 27713-4451
Attn: Accounts Receivable

15. Warranty Provision: N/A

16. Export Packing Charges: N/A

17. Terms and Conditions of Government Commercial Credit Cards:
see 9

18-24. N/A

25. Data Universal Numbering System (DUNS) Number: 100351217

26. Contractor is registered in the System Award Management (SAM) Database: Yes

2 SciMETRIKA, LLC

SciMetrika is a public health consulting firm whose mission is to provide innovative scientific, technical, and logistical solutions that advance human health to federal, state and local agencies, commercial companies, educational institutions and private research organizations. We specialize in and are committed to assisting our customers with accomplishing their missions, visions, and goals ultimately meeting the public health needs of our nation. We accomplish this through a shared passion for public health; provision of high- quality, practical, customizable, and cost-sensitive solutions that bridge the gap between scientific theory and real-world practice; customer-focused service; and cultural competency.

3 SERVICES

SciMetrika provides Consulting Services under GSA MOBIS SIN 874-1 and Program Support under SIN 874-7.

4 PSS DESCRIPTIONS AND RATE SCHEDULE FOR SIN 874-1, 874-1RC, 874-7, AND 874-7RC.

Labor Category	SciMetrika Rate
Project Manager	\$119.36
Project Coordinator	\$81.67
Logistics Support Specialist	\$60.00
IT Lead	\$103.68
Enterprise Systems Architect	\$124.51
Business Systems Analyst	\$125.81
Business Analyst/Technical Writer	\$118.59
Subject Matter Expert	\$202.00
Subject Matter Expert/Technical Assistant	\$206.08
Public Health Analyst	\$72.00
Principal Investigator	\$166.00
Epidemiologist	\$166.00
Statistician II	\$102.40
Sr. Statistician	\$148.50
Research Assistant	\$61.58
Administrative Assistant	\$56.53
Clerical	\$35.87
Expert Scientist	\$205.78
Programmer/Analyst	\$85.00
Computer Programmer III	\$140.05

LABOR CATEGORY DESCRIPTIONS (PSS)

Project Coordinator

Minimum/General Experience: Four (4) years of experience coordinating and/supporting IT business processes.

Functional Responsibility: Defines project deliverables, timeline, and resources required for technology-related projects. Coordinates internal/external resources project timelines, updates, issues, and documentation, to insure on-time and successful projects. Maintains project documentation and reporting not limited to but could include photos, floor plans, written procedures, emails, contracts, and communications. Works closely with Information Technology Director and staff to ensure procedures are followed and timelines are met. Create strategies for risk mitigation and contingency planning.

Minimum Education: Bachelor's Degree or higher in Engineering, Technology or related field or an additional 4 years of experience.

Logistics Support Specialist

Minimum/General Experience: Four (4) years of relevant work experience and a BA/BS degree in a related field.

Functional Responsibility: Interfaces with customers in support of assigned projects, identifies potential project impacts, assists in the formulation of alternative problem solutions/strategies, and assist with the identification, assessment and tracking of action items arising from subject meetings. Establishes and coordinates schedule with carrier and tender shipments. Source, negotiate and or confirm rates with carriers. Responsible for evaluating shipments, consolidating loads, and selecting the most cost effective/efficient method of delivery.

Minimum Education: BA or BS degree or an additional 4 years of experience.

IT Lead

Minimum/General Experience: Four (4) years of experience in IT or a related field.

Functional Responsibility: Provides in-depth and high level DESKSIDE SUPPORT to end-user community on hardware, software, and network related problems, questions, and use. Troubleshoots, resolves, integrates, tests, and maintains operating systems environments such as, but not limited to: Windows 7, MS Office, MS Exchange, UNIX, etc. Troubleshoots palm/handheld operating systems, architecture, data backup and recovery. Answers, evaluates, and prioritizes incoming telephone, voice mail, e-mail, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other information system-related technologies.

Minimum Education: BA or BS degree or an additional 4 years of experience.

Enterprise Systems Architect

Minimum/General Experience: Four (4) years of experience in a technical field.

Functional Responsibility: Determines cost-effective development solutions. Communicates with development resources to ensure all business requirements and client needs are met.

Minimum Education: BS or BA degree or an additional 4 years of experience.

Business Systems Analyst

Minimum/General Experience: Four (4) years of Business Analysis experience in a technical environment.

Functional Responsibility: Responsible for data analysis and understanding of information technology (IT) processes, managing a portfolio

of payment related (IT) projects, driving change, and managing complex processes with the goal of continually improving the solution. The Business analyst is also responsible for managing other team members and working with the client to achieve successful outcomes.

Minimum Education: BA or BS degree or an additional 4 years of experience.

Business Analyst/Technical Writer

Minimum/General Experience: Four (4) years of experience, including at least 4 years of experience in editing and technical writing

Functional/Responsibility: Reviews, analyzes, and edits technical and functional documents. These documents include strategic plans, system specifications, system requirements, user manuals, training manuals, and studies results. Supports the development of executive summaries of documents. Performs research and analysis and prepares documentation for user interviews and supports the requirements gathering sessions by performing scribe functions.

Minimum Education: BS or BA degree or an additional 4 years of experience.

Subject Matter Expert

Minimum/General Experience: Four (4) years of relevant technical experience. Advanced degree may substitute for years of experience.

Functional Responsibility: Defines the problem and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle

management, software development methodologies, and modeling and simulation.

Minimum Education: Master's degree in Computer Science, Information Systems, Engineering, Business, or an additional 6 years of experience.

Subject Matter Expert/Technical Assistant

Minimum/General Experience: Four (4) years of experience in a technical field.

Functional Responsibility: Responsible for performing professional level activities under minimal guidance in administering, maintaining, troubleshooting, and/or developing computer systems and/or applications. Subject Matter Expert/Technical Assistant will also serve as a lead on projects and to lower level staff.

Minimum Education: Bachelor's degree in computer information systems, computer science, or an additional 4 years of experience.

Public Health Analyst

Minimum/General Experience: Four (4) years of experience evaluating, analyzing, researching or developing health care services, policies and programs.

Functional Responsibility: Responsible for researching, reviewing and assessing public health policies; serving as a liaison with interested groups, individual agencies, and other divisions, stakeholders, and departments. Reviewing existing data, literature, policies, conducting environmental scans, and drafting and editing reports; preparing draft and final reports, harmonizing data, maintaining compliance with required federal reporting; and performing other related duties. This position may liaison with other departments and administrations to gather information for reports to stakeholders, contractors, and the Federal oversight agency, as well as internal staff for the purpose of clarifying policy and customer service issues,

and for reviewing and interpreting state and federal policy, regulations and procedure.

Minimum Education: Bachelor's degree in a related field or an additional 4 years of experience.

Principal Investigator

Minimum/General Experience: Four (4) years of experience in a technical field.

Functional Responsibility: Responsible for performing research, implementation of established analytical methodologies, and development of project-specific techniques as appropriate to resolve complex analytical problems for clients across all industry sectors and governmental agencies. The PI works with all levels of technical staff with respect to the analysis and interpretation and reporting of analytical and complementary data.

Minimum Education: PhD or Master's or an additional 6 years of experience.

Epidemiologist

Minimum/General Experience: Four (4) years' experience in epidemiological forecasting.

Functional Responsibility: Serve as recognized expert in epidemiology for the agency with responsibility for developing policy and objectives, appraising programs and initiating requirements for epidemiological studies. Oversee contracts, grants, awards or cooperative agreements with full responsibility for carrying out all required monitoring and management duties. Serve as a technical consultant on contracts for scientific services. Design, plan and initiate epidemiologic studies, surveys and investigations. Serve as a national or internationally recognized consultant and expert on epidemiological issues on critical problems in the field of epidemiology. Evaluate data collection, quality control and data utilization methods used to study epidemiological

problems and issues. Serve as a project coordinator and recommend resources for epidemiologic projects.

Minimum Education: Master's or Doctoral degree in Epidemiology or an additional 6 years of experience.

Program Analyst

Minimum/General Experience: Four (4) years of experience with program management and technical or business analysis.

Functional Responsibility: Provides analytical support and guidance to managers, supervisors, and operational personnel in the development and conduct of budget, statistical, analytical, qualitative, and other specialized studies. Also facilitates the development of annual goals and objectives in support of long-range plans. Provides advice on planning methodologies and performance/trend indicators to measure attainment of fiscal year goals and objectives. Reviews new or proposed regulations, laws, orders, planning documents, etc., for impact on operations, plans, and programs. Coordinates with subject matter experts, managers, and operating officials. Presents recommendations for adoption, implementation, mitigation, or change.

Minimum Education: Bachelor's degree in business, computer information systems, computer science, or an additional 4 years of experience.

Computer Programmer III

Minimum/General Experience: Five (5) years of experience in computer operation and/or programming, including at least one (1) year as Computer Programmer II or equivalent.

Functional Responsibility: Determines best means of solving complex problems, performing original design analysis for methods of solution. Utilizes knowledge of systems to assist in defining problems, run requirements, and time and form charts. Develops general and detailed flow-charts, tables, and diagrams required for programming projects. Writes programs in appropriate (interpretive, compiler, or assembly) language and

documents procedures used throughout each program. Develops controls and initiates tests to verify system integrity.

Minimum Education: Minimum Education: BS or BA degree in a related field – 5 Years of Experience.

Project Manager

Minimum/General Experience: Five (5) years of relevant work experience.

Functional Responsibility: Manages less complex projects or manages tasks or groups of personnel on larger, more complex projects; determines program objectives and requirements, performance indicators and quality control activities; performs day-to-day management of overall contract support operations; designs and enforces quality control programs; organizes, directs, and coordinates the planning and production of all contract support activities; has authority and responsibility to identify and commit resources required to support effort; establishes and alters (as necessary) corporate management structure to direct effective contract support activities; develops monthly reports; monitors expenditures, reviews and approves all costs associated with project activities; resolves problems in a timely manner; maintains contact with industry and trade associations to remain current on industry activities and trends; acts as the focal point for communication between the contractor staff and the agency representative(s); chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities; coordinates any training requirements; maintains an updated working knowledge of the activities of each project staff member and project task; responsible for evaluation of existing staff, recruiting new staff, and handling all related personnel actions.

Education and Experience: Master's and 5 years of experience.

Statistician II

Minimum/General Experience: Five (5) years of experience as a Statistician,

Functional Responsibility: Works directly with client to identify models, goals, and expected management outcomes; designs and tests statistical models and statistical analysis plan; performs data validation, tests for bias, evaluates data and makes judgments for addressing missing data and outliers; conducts data analyses and prepares data summaries, identifying assumptions made, all possible interpretations, and limitations of the results. Performs analyses using various statistical models under the direction of senior statisticians; cleans data, runs basic, simple analyses such as frequencies and two-by-two tables; conducts univariate analyses for preliminary reports.

Education and Experience: Bachelor's and 5 years of experience.

Sr. Statistician

Minimum/General Experience: Ten (10) years of experience in the field as a Statistician

Functional Responsibility: Works directly with client to identify models, goals, and expected management outcomes; designs and tests statistical models and statistical analysis plans; performs data validation; tests for bias; evaluates data and makes judgments for addressing missing or outlying data; conducts data analysis and prepares data summaries, identifying assumptions made, all possible interpretations, and limitations of the results; supervises statisticians.

Education and Experience: Master's and 10 years of experience.

Administrative Assistant

Minimum/General Experience: Four (4) years of experience as an Administrative Assistant

Functional Responsibility: Provides non-technical support to project staff; provides a broad spectrum of administrative support including copying collating, organizing; prepares routine correspondence, proof-reads and edits non-technical reports; highly proficient in MS Office word processing, spreadsheets, presentation, and other administrative software.

Education and Experience: High school equivalent and 4 years of experience.

Clerical

Minimum/General Experience: Two (2) years of experience in the clerical field.

Functional Responsibility: Provides support for program and project management, such as secretarial/administrative services. Schedule meetings, maintain filing, and prepare travel arrangements and vouchers. Reserve conference rooms, answer calls, assist with presentations, photocopying, completing reports and other general office duties.

Education and Experience: High school or equivalent and 2 years of experience.

Expert Scientist (includes MDs):

Minimum/General Experience: Fifteen (15) years of experience in the public health field.

Functional Responsibility: Provides subject matter expertise and may offer advice on how to develop theoretical or empirical models pertaining to projects or programs; this includes aiding in public health research, methodology, and practice.

Education and Experience: Master's and 15 years of experience.

Research Assistant

Minimum/General Experience: No experience required

Functional Responsibility: Develops plans for project or study guidelines that outline research procedures to be followed; plans schedule according to variety of methods to be used, availability and quantity of resources, and number of project personnel; conducts research, utilizing institutional libraries, archives, electronic resources, and other sources of information to collect, record, analyze, and evaluate facts or patterns; discusses findings with other personnel to evaluate validity of findings; aids in preparation of reports for publication in technical journals, for presentation to agency sponsor, or for use in further applied or theoretical research activities. Proficiency in Internet usage and MS Office highly desirable.

Education and Experience: Bachelor's degree and no years of experience.

Degree/Experience Equivalency

Equivalencies for Labor Categories as reflected in the Table below:

- Bachelor's Degree – four years of experience
- Master's Degree – four years of experience
- PhD – four years of experience

Degree/Experience Equivalency

Labor Category	Minimum Qualifications	Years of Experience Required if Candidate Has Bachelor's	Years of Experience Required if Candidate Has Master's	Years of Experience Required if Candidate Has Doctorate
Statistician II	Bachelor's and 5 years of experience	5	1	0
Senior Statistician	Master's and 10 years of experience	14	10	6
Research Assistant	Bachelor's and 0 years of experience	0	0	0
Project Manager	Master's and 5 years of experience	9	5	1
Administrative Assistant	High school equivalent and 4 years of experience	0	0	0
Clerical	High school equivalent and 2 years of experience	0	0	0
Expert Scientist	Master's and 15 years of experience	19	15	11

*Doctorate-level includes but is not limited to PharmD, MD, JD, DVM and related terminal degrees.

*** Other equivalencies for Labor Categories not in the table are described in the descriptions themselves.

SERVICE CONTRACT ACT (SCA) APPLICABILITY

SciMetrika acknowledges the requirements of the Service Contract Act (SCA) and has verified that prices for the non-exempt labor categories meet the SCA minimums in the contract. The below SCA matrix identifies the labor categories that fall under the requirements of the SCA:

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Administrative Assistant	01020 – Administrative Assistant	2005-2401
Clerical	1280 – Receptionist	2005-2401

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

