

## 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.

GSA Advantage!® is at: [GSAAvantage.gov](http://GSAAvantage.gov).

#### Multiple Award Schedule

FSC Group: Professional Services – Technical and Engineering Services  
Professional Services – Engineering Research and Development and Strategic Planning  
Professional Services – Business Administrative Services  
Professional Services – Professional and Management Development Training

FSC Class: R425 and R499

**Contract number: 47QRAA21D0074**

Contract period: June 22, 2021 – June 21, 2026

#### Contractor Point of Contact

Contract Administrator: Stuart Rodgers  
TiER1 Performance Solutions, LLC  
100 E. River Center Blvd, Suite 100  
Covington, KY 41011  
859-415-1000  
[tier1performance.com](http://tier1performance.com)  
Business size: Small Business

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

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*TiER1's mission is to improve organizations through the performance of people to build a better world. We wake up every morning ready to tackle big challenges, so that more people can do the amazing work they are meant to do. When they contribute more, stretch their talents, and free themselves of workplace limits, a remarkable thing happens—they become happier and more fulfilled. And that means they reduce stress, create healthier relationships, and simply find more joy. Every day we're in business, we really are building a better world. Our purpose is to help people do their best work—that's the lens we wear every day. As an employee-owned firm, we apply that to our client organizations, their people, and ourselves. And to do that, we embrace our core values: High Performance, Relationships, Initiative, Accountability, Value, AND Fun.*

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## INFORMATION FOR ORDERING ACTIVITIES

### 1a. Table of awarded special item number(s).

SINs	Recovery	SIN Title
541330ENG	541330ENGRC	Engineering Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541715	541715RC	Engineering Research & Development and Strategic Planning
611430	611430RC	Professional and Management Development Training
OLM	OLMSTLOC OLMRC	Order-Level Materials (OLM's)

**1b.** Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. See Rate Table beginning on Page 4.

**1c.** A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is provided beginning on Page 6.

#### **SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**

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.

#### **541330ENG Engineering Services**

Services include applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. At TIER1, we focus on the social systems and processes associated with organizational design. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

#### **541715 Engineering Research & Development and Strategic Planning**

Engineering Research and Development and Strategic Planning Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as environmental, biology, computers, chemistry, food, health, mathematics, medicine, pharmacy, and other allied subjects.

Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

**611430 Professional and Management Development Training**

Professional and Management Development Training services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods. Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, distribution and transportation management, and maintenance of equipment and facilities; training services related to course development and instruction required to support management activities.

**2. Maximum order:**

SINs	Maximum Order
541330ENG	\$1,000,000
541611	\$1,000,000
541715	\$1,000,000
611430	\$1,000,000
OLM	\$250,000

**3. Minimum order:** \$100.

**4. Geographic coverage.** Domestic delivery

**5. Point of production:** 100 E. Rivercenter Blvd, Suite 100  
Covington, KY 41011

**6. Discount from list prices or statement of net price:** Government Net Prices (IFF added).

**7. Quantity discounts:** 1% for each task order valued at \$100,000.00 - \$150,999.00 • 2% for each task order valued at \$151,000.00 - \$199,000.00 • 3% for each task order exceeding a valued of \$200,000.00

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

**9. Foreign items:** None.

**10a. Time of delivery:** 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(es):** 100 E. River Center Blvd, Suite 100  
Covington, KY 41011

**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:** 100 E. River Center Blvd, Suite 100  
Covington, KY 41011

**14. Warranty provision:** Standard Commercial Warranty Terms & Conditions

**15. Export packing charges, if applicable:** Not Applicable

**16. Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable

**17. Terms and conditions of installation (if applicable):** Not Applicable

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

**18b. Terms and conditions for any other services (if applicable):** Not Applicable

**19. List of service and distribution points (if applicable):** Not Applicable

**20. List of participating dealers (if applicable):** Not Applicable

**21. Preventive maintenance (if applicable):** 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. If required on an order, section 508 compliance information is available on Electronic and Information Technology standards at [www.Section508.gov/](http://www.Section508.gov/).

**23. Unique Entity Identifier (UEI) number:** 128933996

**24. Notification regarding registration in System for Award Management (SAM) database:** TiER1 is registered and active in SAM

## Labor Categories and Rates with the IFF

These prices are the Government price for one labor hour, exclusive of any quantity/dollar volume discount.

Labor Category	Hourly Rates (Contractor site or Government site)
Program Manager	\$232.15
Project Manager	\$159.60
Production Coordinator	\$145.09
Learning Strategist	\$212.80
Lead Instructional Designer	\$164.44
Instructional Designer	\$135.42
Creative Strategist	\$241.82
Creative Lead	\$149.93
Creative Designer	\$130.58
Technology Strategist	\$232.15
Lead Software Developer	\$178.95
Software Developer	\$145.09
Lead Interactive Developer	\$149.93
Interactive Developer	\$130.58
Technical Writer	\$135.42
Quality Control	\$125.75

## Labor Category Descriptions

Labor Category	Functional Responsibilities	Minimum Education	Minimum Experience (Years)
Program Manager	<p>Plans, organizes and directs the activities for large, complex projects by using working knowledge of several subject matters. Manages and coordinates the activities of project managers and other team members. Translates minimum/general goals and objectives received from client into work assignments; and provides guidance, expertise, and direction in various subject matters. Manages overall program comprised of several projects. Manages contract negotiations; is the company representative with customers and subcontractors.</p> <p>Responsible for management and administration of the contract and overall client satisfaction with delivered solutions and communications.</p>	<p>BS/BA - Equivalent training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.</p>	<p>7 Years</p>
Project Manager	<p>Applies system development technologies to client engagement. Manages and coordinates all contributing disciplines and resources in the completion of the project. Engages in such activities as: assigning tasks; establishing and maintaining task schedules; maintaining liaison between programs efforts; prepares and adheres to project cost and staffing plans; prepares plans, proposals, and briefings. Acts in a Senior Role over Production Coordinators.</p>	<p>BS/BA in business management, project management or a similar discipline. Equivalent training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.</p>	<p>5 Years</p>

<p>Production Coordinator</p>	<p>Applies system development technologies to client engagement. Manages and coordinates all contributing disciplines and resources in the completion of the project. Engages in such activities as: assigning tasks; establishing and maintaining task schedules; maintaining liaison between appropriate personnel and the customer to ensure effective coordination of all projects or programs efforts; prepares and adheres to project cost and staffing plans; prepares plans, proposals and briefings.</p>	<p>BS/BA in business management, project management or a similar discipline. Equivalent training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.</p>	<p>3 Years</p>
<p>Learning Strategist</p>	<p>Oversees needs analysis and problem definition. Analyzes the learning requirements defined in the needs analysis. Determines the overall learning strategy for large scale programs including the use and selection of technology, overall pedagogical approach, resources required to execute, and methods and measures of evaluation. Provides oversight and direction for learning and instructional designers. Recommends program changes based on evaluation and outcomes.</p>	<p>BA/BS in Education, Instructional Design, Organization Development, English, or related field required. MEd, MS, or MBA in Instructional Design, Industrial/Organizational Psychology preferred. Equivalent training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.</p>	<p>7 Years</p>

<p>Lead Instructional Designer</p>	<p>Leads the design of custom, innovative training concepts and approaches to meet training requirements. Directs the work of junior instructors and works closely with clients and project editors and illustrators. Provides consistent and uniform written descriptions of solution components and reports in accordance with established documentation procedures. Continually monitors system changes to ascertain the effects on system documentation. Participates in the development of documentation standards.</p>	<p>BA in Education, Instructional Design, Organization Development, English, or related field required. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.</p>	<p>5 Years</p>
<p>Instructional Designer</p>	<p>Develops, writes, edits, and oversees production of training, operational, procedural, and user manuals in coordination with project staff. Prepares technical publications and documentation. Gathers technical information, prepares written text and coordinates layout and manual organization. Writes individualized copy of analytical, interpretive, documentary or promotional literature. Ensures comprehensiveness and correct grammar usage.</p>	<p>BA in Education, Instructional Design, Organization Development, English, or related field required. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.</p>	<p>3 Years</p>
<p>Creative Strategist</p>	<p>Defines overall creative approach for an engagement. Facilitates sessions to uncover communications and learning objectives and to identify specific creative goals. Establishes overall style, creative treatment, methods, tools, branding elements and overall direction. Defines resources and skills required to execute on agreed upon plan.</p>	<p>BS/BA in Art, Graphic Art, Communications or similar field of study. Equivalent training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education</p>	<p>7 Years</p>

Creative Lead	<p>Managing the production of all marketing communications. Translates marketing objectives into creative pieces such as ads, brochures, packaging, event marketing and trade show collateral as well as some web design. Plans, schedules and implements graphic design projects, which include developing concepts, establishing layouts, creating user interface designs, specifying copy, and executing the production. Ensures that all deliverables are cohesive and reflect a high level of aesthetics; may supervise more junior visual designers.</p>	<p>BS/BA in Art, Graphic Art, Communications or similar field of study. Equivalent training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education</p>	5 Years
Creative Designer	<p>Works with a more senior visual designer to review graphic requests to determine scope of requirements, consults with and advises requester regarding the most appropriate and economical means of effective request. Designs templates for use by word processing and graphics staff to produce documents (e.g., proposals); prepares camera-ready layouts, including stripping and color separations for multi-color printing tasks.</p>	<p>AS/BA/BS in art, graphic art, or similar field of study. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.</p>	3 Years

Technology Strategist	Oversees needs analysis and problem definition. Analyzes the technology requirements defined in the needs analysis. Determines the overall technology strategy for large scale programs including the use and selection of technology, resources required to execute, and methods and measure of evaluation. Provides oversight and direction for technology and software development team. Recommends program changes based on evaluation and outcomes.	BA/BS in Computer Science, Engineering or a similar discipline. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.	7 Years
Lead Software Developer	Leads teams of developers in building components of major systems. Uses software tools such as Java, C#, Visual Basic, PHP and other similar programming languages to execute systems. Sets the technical direction of the project.	BA/BS in Computer Science, Engineering or a similar discipline. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.	5 Years
Software Developer	Uses software tools such as Java, C#, Visual Basic, PHP and other similar programming languages to execute development determined by the Software engineer. May or may not set the technical direction for projects. May direct the junior technical staff.	BA/BS in Computer Science, Engineering or a similar discipline. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.	3 Years
Lead Interactive Developer	Uses software tools such as Lectora, Articulate, Breeze, InDesign and other similar software products to create interactive, on-line content for e-learning courses, intranet sites, or other types of digital communications.	BA in Visual Communications , Graphic Design, or Related Field of Study. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.	5 Years

Interactive Developer	Uses software tools such as Lectora, Articulate, Breeze, InDesign and other similar software products to create interactive, on-line content for e-learning courses, intranet sites, or other types of digital communications.	BA in Visual Communications , Graphic Design, or Related Field of Study. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.	1 Year
Technical Writer**	Works under supervision of a learning strategist/designer and Project Manager in support of project related documentation. May use software packages such as Macromedia Flash, Adobe Photoshop, and Illustrator in support of this work.	AA/BS/BA in Liberal Arts Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.	1 Year
Quality Control	Works under supervision of an Engagement Manager and Project Manager in support of project related documentation. May use software packages such as Microsoft Word, Macromedia Flash, Adobe Photoshop, and Illustrator in support of this work.	AA/BS/BA in Liberal Arts Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.	1 Year

**Service Contract Labor Standards Matrix:**

SCLS Matrix		
SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Technical Writer	30463 Technical Writer III	2015-4719

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).