

**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!TM, a menu-driven database system. The INTERNET address GSA Advantage![®] is: GSAAvantage.gov.

Multiple Award Schedule (MAS)

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

Contract No. GS-25F-0004P

Contract Period: October 14, 2018 – October 13, 2023

Deloitte.

Deloitte Financial Advisory Services LLP

555 12th Street NW

Suite 500

Washington, DC 20004-1231

Telephone: (703) 251-1642

Fax: (703) 842-6748

www.deloitte.com

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Price list current through Modification PS-A832 dated 08/05/21 Refresh 0006



Contract Holder

Deloitte Financial Advisory Services LLP holds continuous/dual MAS contracts and this contract is restricted to awarded Blanket Purchase Agreements (BPAs) and Task Orders (TOs). Contract no. 47QSMA19D08PL is available for new business.

GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

Large Category	Subcategory	New SIN	SIN Title	Awarded Prices
Office Management	Office Services	541611O 5416110(RC)	Office Management Needs Assessment and Analysis Services	See Pricing Tables
Office Management	Records Management	493110RM 493110RM(RC)	Physical Records Management Services	See Pricing Tables
Office Management	Document Services	541611LIT 541611LIT(RC)	Litigation Support Services	See Pricing Tables
Miscellaneous	Complimentary Services	OLM OLM(RC)	Order-Level Materials (OLM)	See Pricing Tables

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on Page 9

1c. Labor Category Descriptions: Please refer to our Labor Category descriptions on Page 13

2. Maximum Order: \$1,000,000.00 - - 5416110, 5416110(RC),
493110RM, 493110RM(RC), 541611LIT,
541611LIT(RC),
\$250,000.00 - OLM

3. Minimum Order: \$100.00

4. Geographic Coverage: Continental United States

5. Points of Production: Various Deloitte Financial Advisory
Service locations based on client
requirements

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days - [Information for Ordering agencies:
Prompt payment terms cannot be negotiated out
of the contractual out of the agreement in
exchange for concessions.]

9. Foreign Items: None

10a. Time of Delivery: To Be Negotiated with Ordering Agency

10b. Expedited Delivery: To Be Negotiated with Ordering Agency

10c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
10d. Urgent Requirement: To Be Negotiated with Ordering Agency
11. F.O.B. Point(s): Destination
12a. Ordering Address: Deloitte Financial Advisory Services
LLP Attn: Kim Gibson, Senior Manager
1919 N. Lynn Street
Arlington, VA 22209
Email: usdeloittegsacontracts@deloitte.com

12b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address: Deloitte Financial Advisory Services LLP
Electronic Payment/Wire Transfer and ACH:
Bank of America
Account # 385015866187 Swift#
BOFAUS3N
US ACH: 011900571
US WIRE: 026009593

Check Remittance Address:
Deloitte FAS LLP
PO Box 844742
Dallas, TX 75284-4742

For Overnight Remittance Only: Deloitte
FAS LLP LBX# 844742
1950 N. Stemmons Freeway Suite
5010
Dallas, TX 75207

Email remittance detail to: Deloittepayments@deloitte.com Taxpayer ID#: 03-0520745

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 (if applicable): 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 (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. Preventative 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 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/: Contact Contract Administrator for more information.
23. Unique Entity Identifier (UEI) Number: 606893902
24. Deloitte Financial Advisory Services LLP *is* registered in the System for Award Management (SAM) database.

CONTRACTOR INFORMATION

Deloitte Financial Advisory Services' (Deloitte FAS) discovery practice (Deloitte Discovery) has provided litigation support and discovery management services to federal and state agencies since 1994. Whether collecting and processing paper documents, extracting data from legacy systems, or culling e-mail and structured data, we cover the full spectrum of discovery services. Our team of professionals applies innovative solutions to address serious business concerns and accomplish our client's mission. We apply our knowledge, experience, and security protocols to build defensible processes and strive to provide exceptional service to our clients. Deloitte Discovery has assisted Legal, IT and Records Managers on hundreds of cases over the years. We have the depth of knowledge to tackle the toughest discovery and litigation support issues. We seek out and deploy the latest technologies and tailor strategies to meet the specific needs of our clients. Deloitte Discovery understands that you have tight deadlines and concerns about preserving sensitive data, and we have the experience to help you navigate the challenges presented by a variety of discovery matters. Through the maze of government litigation, we'll see you through.

Our dedicated teams include high-profile thought leaders who are widely recognized in their industries, bringing the knowledge and insight required to meet today's biggest litigation challenges. Their experience brings a strategic and practical perspective on what works and what doesn't — across a variety of matters, including:

- a. Labor and employment
- b. Environmental
- c. Contracts
- d. Freedom of Information Act
- e. Congressional requests

Deloitte Discovery is at the leading-edge of data and IT security through initiatives deploying industry-leading data and IT security protocols. We have implemented multiple computing enclaves and adhere to strict protocols to meet the rigorous security requirements established on behalf of our Federal clients. These enclaves and protocols are managed in accordance with both the NIST 800-series requirements, as well as with Department of Defense Instruction 8500.1/2 to support information assurance processes. These security protocols are implemented to manage a variety sensitive data that Deloitte Discovery is required to store, process, and transfer in support of our Federal clients.

Deloitte's platform and software tools in our Federal Technology Center (FTC) were implemented to and currently meet the security requirements of FedRAMP Moderate, FISMA, NIST 800-53 Rev. 4, and DoD MAC II sensitive security baselines documented in our System Security Plan (SSP). The FTC also complies with the standards in Internal Revenue Manual (IRM) 10.8.1, and IRS Publication 4812, In addition, we continue to maintain and update our Contractor Statement of Security Assurance, Contractor Statement of Physical Security Assurance, and State of Security Questionnaire to help agencies efforts to safeguard information and prevent unauthorized disclosure. Our FTC is the only integrated FedRAMP Authorized SaaS eDiscovery solution. Additional details of our FTC FedRAMP status and instructions for requesting the associated FedRAMP package (to include System Security Plan, 3PAO Security Assessment Results, etc.) are available for review at the following site: <https://www.fedramp.gov/marketplace/compliant-systems/deloitte-deloitte-federal-technology-center/>

Deloitte Discovery has extensive experience with the Federal Certification and Accreditation process and has received an official Authority to Operate (ATO) to support numerous federal agencies. We understand that safeguarding personally identifiable information is of critical importance. As such, Deloitte Discovery has created a National Office of Privacy that has the following responsibilities to safeguard the PII of our personnel and clients, including:

- f. Developing and maintaining a comprehensive Privacy Program across the Deloitte U.S. firms
- g. Providing counsel to Deloitte U.S. firms on privacy issues
- h. Coordinating Deloitte U.S. firms' self-certification to the Department of Commerce's Safe Harbor program
- i. Designing and implementing enterprise-wide privacy training and awareness programs

CONTRACT OVERVIEW

The contract allows for the placement of Firm Fixed Price or Time and Materials and/or Units task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Kimberly Gibson, Senior Manager

Phone: (703) 251-1642

Fax: 703-842-6748

Email: usdeloittegsacontracts@deloitte.com

MARKETING AND TECHNICAL POINT OF CONTACT

Patrick McColloch, Managing Director, Government Programs

Deloitte Financial Advisory Services LLP

1919 North Lynn Street

Arlington, VA 20004-1231

Telephone Number: (703) 236-3050

Fax Number: (866) 876-7725

Email: pmccolloch@deloitte.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Office, Imaging and Document Solution services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN: 541611O, 541611O(RC) - Office Management Needs Assessment and Analysis Services

Legacy SIN: 51 501, 51 501(RC)

Includes office equipment needs assessment and analysis services, which involves assessing various office management functions to identify improvement opportunities.

SIN: 493110, 493110RM(RC) - Physical Records Management Services

Legacy SIN: 51 504, 51 504(RC)

Includes capabilities to manage the movement, manipulation, archiving, security, and management of physical records, including any ancillary supplies and/or services necessary to provide a total physical records management solution.

SIN: 541611LIT, 541611LIT(RC) - Litigation Support Services

Legacy SIN: 51 508, 51 508(RC)

Includes a wide range of services that aid the customers in obtaining, organizing, analyzing and presenting evidence or materials for legal matters. Services include, but are not limited to: document acquisition, document preparation and organization, data extraction from forensic images, document analysis, technical support, and project management.

SIN: OLM, OLM(RC) - Order Level Materials

Legacy SIN: 36 500, 36 500(RC)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Deloitte FAS meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Office, Imaging and Document Solution services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

Unit Rates for Services

Offer #	GSA Offering	GSA Unit	GSA Price 10-14-18 to 10-13-23
1	Optical Character Recognition	Image	\$0.0199
2	Electronic Bates Number	Image	\$0.01
3	Electronic Processing (Ingestion and Loading)	GB	\$235.00
4	Electronic Processing (Ingestion)	GB	\$35.00
5	Electronic Processing (Load)	GB	\$200.00
6	Production	Each	\$489.68
7	Production - Conversion to Image	Each	\$0.03
8	Production of Native Files	File	\$0.11
9	Platform Loading	GB	\$97.94
10	Platform Hosting Flat Fee. Minimum monthly hosting fee charged per matter and includes 100 GBs and 5 users.	Each	\$1,487.15
11	Platform Hosting Storage over 100 GB	GB	\$12.09
12	Platform Hosting, User Access over 5 users	User	\$48.97
13	Archival Storage	GB	\$5.40
14	Project/Technical Support	Hour	\$200.00
15	Review	Hour	\$38.90
16	Review QC	Hour	\$68.51
17	Review Management	Hour	\$81.61

Unit Rates for Services

Offer #	GSA Offering	GSA Unit	GSA Price 10-14-18 to 10-13-23
31	Hard-copy document imaging, without document preparation. Auto-feed condition.	Image	\$0.119
32	Hard-copy document imaging, without document preparation. Glass work.	Image	\$0.144
33	Hard-copy document imaging, with document preparation. Auto-feed condition.	Image	\$0.121
34	Hard-copy document imaging, with document preparation. Special handling or glasswork.	Image	\$0.153

Labor Category Rates

Offer#	GSA Offering	GSA Unit	GSA Price 10-14-18 to 10-13-19	GSA Price 10-14-19 to 10-13-20	GSA Price 10-14-20 to 10-13-21	GSA Price 10-14-21 to 10-13-22	GSA Price 10-14-22 to 10-13-23
Strategic Consulting Services							
18	Partner/Director II	Hour	\$356.42	\$367.11	\$378.12	\$389.46	\$401.14
19	Partner/Director I	Hour	\$342.77	\$353.05	\$363.64	\$374.55	\$385.79
20	Senior Manager II	Hour	\$286.22	\$294.81	\$303.65	\$312.76	\$322.14
21	Senior Manager I	Hour	\$265.69	\$273.66	\$281.87	\$290.33	\$299.04
22	Manager II	Hour	\$246.26	\$253.65	\$261.26	\$269.10	\$277.17
23	Manager I	Hour	\$236.13	\$243.21	\$250.51	\$258.03	\$265.77
24	Senior/Sr. Associate II	Hour	\$194.41	\$200.24	\$206.25	\$212.44	\$218.81
25	Senior/Sr. Associate I	Hour	\$190.43	\$196.14	\$202.02	\$208.08	\$214.32
26	Staff/Associate II	Hour	\$135.01	\$139.06	\$143.23	\$147.53	\$151.96
27	Staff/Associate I	Hour	\$133.30	\$137.30	\$141.42	\$145.66	\$150.03
28	Analyst II	Hour	\$62.89	\$64.78	\$66.72	\$68.72	\$70.78
29	Analyst I	Hour	\$54.01	\$55.63	\$57.30	\$59.02	\$61.26
30	Jr. Analyst I	Hour	\$48.09	\$49.53	\$51.02	\$52.55	\$54.55

Pricing Notes

Offer #	GSA Offering	Unit	Pricing Notes
1	Optical Character Recognition (OCR)	Image	Includes one pass through OCR engine. OCR does not include any manual clean-up; no accuracy levels are guaranteed.
2	Electronic Bates Number	Image	Includes bates numbers or other endorsements applied at same time.
3	Electronic Processing (Ingestion to Load File and Loading)	GB	Electronic Processing (Ingestion to Load File and Loading). Includes staging, unpacking, virus scan, de-duplication, file-level inventory, and loading to Deloitte review platform. De-duplication can be based upon MD5 hash, GUID, or source. This item is a one-time charge for native electronic processing. Files that are received in encrypted form will require additional effort billed on an hourly basis to prepare for conversion. Charges based upon unpacked and decompressed data volume.
4	Electronic Processing (Ingestion to Load File)	GB	Electronic Processing (Ingestion to Load File). Includes staging, unpacking, virus scan, de-duplication, file-level inventory, or processing to "load-ready format" for third party platform. De-duplication can be based upon MD5 hash, GUID, or source. Files that are received in encrypted form will require additional effort billed on an hourly basis to prepare for conversion. Charges based upon unpacked and decompressed data volume.
5	Electronic Processing (Load)	GB	Electronic Processing (Load). Includes loading to Deloitte review platform. Must be purchased in combination with Electronic Processing (Ingestion). This item is combined with item 4 for projects where techniques are used to filter data prior to load and review. Charges based upon unpacked and decompressed data volume of data, files, and text loaded or prepared for load.
6	Production	Production	Flat fee per production. Additional charges for production of native files and images apply, images and stamping applies. Media charged at cost.
7	Production - Conversion to Image	Image	Charged where images must be created at time of production or image production format specified is different than hosted in review platform. Creation of images and provision of informative placeholders for files which cannot be processed.
8	Production of Native Files	File	Export of corresponding native file
9	Platform Loading 3 rd Party Data	GB	Loading of data processed by third parties. Pricing assumes that native files, images, text files and delimited index data are all provided in a format meeting specifications. Otherwise hourly charges are incurred.

Pricing Notes

Offer #	GSA Offering	Unit	Pricing Notes
10	Platform Hosting Flat Fee. Minimum monthly hosting fee charged per matter and includes 100 GBs and 5 users	Month	Platform fees are based on named users and quantities for each individual database.
11	Platform Hosting, Storage	GB/Month over 100	N/A
12	Platform Hosting, User Access	User/Month, over 5	N/A
13	Archival Storage	GB/Month	Creation and restoration of archive charged at hourly rate.
14	Project/Technical Support	Hour	N/A
15	Review	Hour	Review Services are provided for non-technical and non litigation review support across a variety of requirements such as Identification of potential PHI/PII information; Multi Language Identification, identification of specific field values and similar non-technical and non litigation oriented reviews. Review services are typically conducted using online tools, however may also be conducted on hardcopy/paper documents. These non litigation reviews are typically conducted by a team of one or more individuals with at least a High School diploma and relevant clerical skills.
16	Review QC	Hour	Review QC Services are usually conducted by a team of experienced reviewers or those who have shown higher degree of accuracy in a current workflow. Review QC may be conducted on 100% of the population, or random samples, depending on the engagement. These non litigation Review QC teams typically consist of one or more individuals with at least a High School diploma and one year of related document review experience.
17	Review Management	Hour	Review Management includes acquiring/sourcing document reviewers, establishing the review workflow, preparation of instructions and review manuals as well as overall coordination with the project team. The non litigation Review Management team typically consists of one or more individuals with a BA/BS degree and 2 or more years of document review experience.
Strategic Consulting Services			
18, 19	Partner/Director	Hour	Rates include GSA's .75% Industrial Funding Fee
20, 21	Senior Manager	Hour	Rates include GSA's .75% Industrial Funding Fee
22, 23	Manager	Hour	Rates include GSA's .75% Industrial Funding Fee
24, 25	Senior/Sr. Associate	Hour	Rates include GSA's .75% Industrial Funding Fee
26, 27	Staff/ Associate	Hour	Rates include GSA's .75% Industrial Funding Fee
28, 29, 30	Analyst	Hour	Rates include GSA's .75% Industrial Funding Fee

Hard Copy Document Imaging			
31	Hard-copy document imaging, without document preparation. Auto-feed condition.	Image	N/A
32	Hard-copy document imaging, without document preparation. Glasswork.	Image	N/A
33	Hard-copy document imaging, with document preparation. Auto-feed condition.	Image	Document unitization is based upon smallest physical fastener, with master and attachment captured. Only physical fasteners are taken into consideration in determining document boundaries, no reading of documents to determine "logical" document breaks. Inventory, logical document unitization and other custom document preparation are charged hourly.
34	Hard-copy document imaging, with document preparation. Special handling or glasswork		Document unitization is based upon smallest physical fastener, with master and attachment captured. Only physical fasteners are taken into consideration in determining document boundaries, no reading of documents to determine "logical" document breaks. Inventory Special handling includes Post-it Notes, any paper other than 8.5 x 11 or 8.5 x 14, any paper in poor condition or torn, or any pages that need specific scanner contracts adjustment. Only physical fasteners are taken into consideration in determining document boundaries, no reading of documents to determine "logical" document breaks. Inventory, logical document unitization and other custom document preparation are charged hourly. Any paper over 11x17 subject to custom charges.
Indirect Rates			
Any Travel, Order Level Materials (OLMs) and/or Open Market Items (e.g. non-Schedule other direct costs) will be burdened with Deloitte's applicable indirect rates (e.g. General & Administrative (G&A)) approved by DCAA.			
Service Contract Labor Standards (SCLS)			
<p>“The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Multiple Award Services (MAS) Schedule and all services provided. While most of our labor categories are subject to the SCLS exemption for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor utilizes SCLS labor categories / employees, the contractor will inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.”</p>			

Labor Category Descriptions

Experience and Education requirements and equivalency

Personnel must meet the defined labor category minimum qualifications or substitutions noted below.

Education and experience may be substituted for each other and each year of relevant experience may be substituted for 1 year of education, and vice versa.

Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelor's Degree
Bachelor's Degree + 2 years additional experience	Equals	Master's Degree
Master's Degree + 4 years additional experience	Equals	Ph.D. or J.D.

Education Substitutions:

A J.D. or Ph.D. may be substituted for 4 years of required experience with a Master's Degree or 6 years with a Bachelor's Degree.
A Master's Degree may be substituted for 2 years of required experience with a Bachelor's Degree.
A Bachelor's Degree may be substituted for 4 years of required experience with a H.S. Diploma.

GSA Labor Category	Education	Exp.	Description
Strategic Consulting Services			
Partner / Director II	BA/ BS	12 years of consulting and/or directly relevant industry experience	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Deloitte's Quality Assurance and Risk Assessment Program deployed on all large engagements.
Partner / Director I	BA/ BS	10 years of consulting and/or directly relevant industry experience	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Deloitte's Quality Assurance and Risk Assessment Program deployed on all large engagements.

GSA Labor Category	Education	Exp.	Description
Strategic Consulting Services			
Sr. Manager II	BA/ BS	8 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>
Sr. Manager I	BA/ BS	6 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>

GSA Labor Category	Education	Exp.	Description
Strategic Consulting Services			
Manager II	BA/BS	5 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>
Manager I	BA/BS	4 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>

GSA Labor Category	Education	Exp.	Description
Strategic Consulting Services			
Sr. Associate II	BA/BS	3 years of consulting and/or directly relevant industry experience	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis.
Sr. Associate I	BA/BS	2 years of consulting and/or directly relevant industry experience	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis.
Associate II	BA/BS	1 years of consulting and/or directly relevant industry experience	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators.

GSA Labor Category	Education	Exp.	Description
Strategic Consulting Services			
Associate I	BA/BS	0 year of consulting and/or directly relevant industry experience	Analyzes information. Conducts relevant research, distilling data, and creating reports. Assists in drafting and preparing project deliverables. Supports team in implementation and acceptance process. Develops required corrective or support actions. Assists team in reporting and tracking of project costs and level of effort.
Analyst II	High School Diploma	2 years of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination.
Analyst I	High School Diploma	1 year of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation and imaging.
Jr. Analyst	High School Diploma	0 years of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation and imaging.