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## **GENERAL SERVICES ADMINISTRATION**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

### **Multiple Award Schedule Federal Supply Group: Professional Services Contract Number: GS-10F-0154U Contract Period: March 10, 2008 through March 09, 2028**

**Contractor:** AMTIS, Inc.  
1101 N. Lake Destiny Rd., Suite 285, Maitland, FL 32751

**Business Size:** Small-Disadvantaged Business, Black American Owned,  
Minority-Owned Business

**Telephone:** 407-513-9490

**Website:** [www.amtisinc.com](http://www.amtisinc.com)

**e-Mail:** [calbright@amtisinc.com](mailto:calbright@amtisinc.com)

**Contract Administrator:** Cydney Albright

Price list current through Modification #PS-0047 effective 03/10/2023.

Class: R499

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

# **CUSTOMER INFORMATION:**

1. **Awarded Special Item Number(s)**
  - a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 54151S, 541511, 541611, 611430, 611512, 541614SVC, OLM
  - b. **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. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. SEE CONTRACT PRICE LIST ON PAGE 4**
  - c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. SEE LABOR CATEGORY DESCRIPTIONS BELOW**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** ½% on Orders Greater than \$250,000.00
8. **Prompt payment terms:** Net 30 days; Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
9. **Foreign items (list items by country of origin):** None
10. **Delivery Terms**
  - a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
  - b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
  - c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule**

**customer may contact the Contractor for rates for overnight and 2-day delivery:**  
Contact Contractor

- d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

**11. F.O.B Points(s): Destination**

**12. Ordering Information**

- a. Ordering Address(es): Same as Contractor**
- b. Ordering procedures:** For supplies and services, the ordering procedures are found in Federal Acquisition Regulation (FAR) 8.405-3.

**13. Payment address(es): Same as company address**

**14. Warranty provision:** Contractor’s standard commercial warranty.

**15. Export Packing Charges (if applicable): N/A**

**16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A**

**17. Terms and conditions of installation (if applicable): N/A**

**18.**

- a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A**
- b. Terms and conditions for any other services (if applicable): N/A**

**19. List of service and distribution points (if applicable): N/A**

**20. List of participating dealers (if applicable): N/A**

**21. Preventive maintenance (if applicable): N/A**

**22.**

- a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A**
- b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: N/A.**

**23. Data Universal Numbering System (DUNS) number: 79-1152460**

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

**AMTIS, Inc.**  
**Labor Category Descriptions**

**SIN 54151S (Information Technology Professional Services)**  
**SIN 541511 (Web Based Marketing Services)**  
**SIN 541611 (Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services)**  
**611430 (Professional and Management Development Training)**  
**611512 (Flight Training)**  
**SIN 541614SVC (Supply and Value Chain Management)**  
**OLM (Order Level Materials)**

Item #	Labor Category	03/23 - 02/24	03/24 - 02/25	03/25 - 02/26	03/26 - 02/27	03/27 - 02/28	03/28 - 02/29
1	Program Manager	\$196.38	\$200.31	\$204.31	\$208.40	\$212.57	\$216.82
2	Project Manager	\$163.36	\$166.63	\$169.96	\$173.36	\$176.83	\$180.37
3	Principal Facilitator	\$319.74	\$326.13	\$332.66	\$339.31	\$346.10	\$353.02
4	Senior Facilitator	\$191.85	\$195.69	\$199.60	\$203.59	\$207.67	\$211.82
5	Sr. Training Specialist/Instructor	\$149.72	\$152.71	\$155.76	\$158.88	\$162.06	\$165.30
6	Training Specialist/Instructor	\$97.39	\$99.34	\$101.32	\$103.35	\$105.42	\$107.53
7	Instructional Sys Designer I	\$69.64	\$71.03	\$72.45	\$73.90	\$75.38	\$76.88
8	Instructional Sys Designer II	\$85.47	\$87.18	\$88.92	\$90.70	\$92.51	\$94.36
9	Instructional Sys Designer III	\$113.25	\$115.52	\$117.83	\$120.18	\$122.59	\$125.04
10	Sr. Subject Matter Expert	\$231.04	\$235.66	\$240.37	\$245.18	\$250.09	\$255.09
11	Subject Matter Expert	\$184.09	\$187.77	\$191.53	\$195.36	\$199.26	\$203.25
12	Analyst	\$116.30	\$118.63	\$121.00	\$123.42	\$125.89	\$128.41
13	Jr. Analyst	\$77.08	\$78.62	\$80.20	\$81.80	\$83.44	\$85.10
14	Multimedia Specialist	\$84.25	\$85.94	\$87.66	\$89.41	\$91.20	\$93.02
15	Sr. Technical Writer/Editor	\$120.09	\$122.50	\$124.95	\$127.45	\$129.99	\$132.59
16	Technical Writer/Editor**	\$85.50	\$87.21	\$88.95	\$90.73	\$92.54	\$94.39
17	Jr. Admin/Graphics Specialist**	\$52.67	\$53.73	\$54.80	\$55.90	\$57.01	\$58.16

\*\* Indicates SCA eligible categories. See the SCA Matrix for additional information regarding these labor categories under WD #2015-4533, Rev. No. 13, Date of Rev. 05/01/2020.

**1. Program Manager Functional Responsibility:**

Responsible for overall management of large or extremely complex programs or research efforts. This individual represents senior level management whose competency concerning effectiveness

and efficiency in managing dedicated overall program activity is paramount to contract success. Organizes, directs and coordinates planning and production of all program/effort activities. Responsible for the performance of all program/effort requirements. Meets with appropriate client management personnel, other program managers and client agency representatives. Formulates and reviews strategic plans, subcontracting, and deliverable items. Responsible for the coordination of all functions of program/effort staff. Actively applies quality assurance measures to the management and performance of the program/effort.

**Minimum Education/Experience:** Master's Degree plus a minimum of 8 years intensive and progressive experience in management of large projects or programs or a Bachelor's Degree with a minimum of 10 years intensive and progressive experience in the management of large programs or projects.

## **2. Project Manager Functional Responsibility:**

Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

**Minimum Education/Experience:** Master's Degree plus a minimum of 4 years intensive and progressive experience in management of large projects or programs or Bachelors Degree plus up to 6 years intensive and progressive experience in management of projects or programs.

## **3. Principal Facilitator**

**Functional Responsibilities:** Plans, convenes, and leads working groups and team meetings to solve organizational level issues, disputes, and disagreements. Provides solutions to management problems. Conducts the research necessary to develop and/or revise training courses. Prepares instructor materials to include; course outline, background material, and training aids. Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Minimum Education/Experience:** Master's degree or 12 years of relevant experience.

Experience for graduate work on a basis of two years of experience for one year of graduate work.

Minimum experience: 12 years of experience.

## **4. Senior Facilitator Functional Responsibilities:**

Plans, convenes, and leads working groups and team meetings to solve organizational level issues, disputes, and disagreements. Provides solutions to management problems. Conducts the research necessary to develop and/or revise training courses. Prepares instructor materials to include; course outline, background material, and training aids. Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Minimum Education/Experience:** Master's degree or 8 years of relevant experience.

Experience for graduate work on a basis of two years of experience for one year of graduate work.

Minimum experience: 8 years of experience

### **5. Senior Training Specialist/Instructor Functional Responsibility:**

Working independently as a team leader. Provide on-the-job instruction for an educational program, demonstrate, explain, and instruct students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulation. Conduct and evaluate training to include front-end analysis, design of training courses, development of training program content and material, and, classroom/laboratory instruction. Interprets technical information and translates it into practical language for training and instruction. Confers with technical staff members to interpret technical requirements and verify training and instructional material. Conducts classroom /laboratory instruction. Develops and validates, and implements instruments measuring student achievement of learning/training objectives.

**Minimum Education /Experience:** Master's Degree in education or other relevant discipline and six (6) years of directly relevant experience or a Bachelors Degree in education or other relevant discipline and ten (10) years of directly relevant experience

### **6. Training Specialist/Instructor Functional Responsibility:**

With supervision provides on-the-job instruction for an educational program, demonstrate, explain, and instruct students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulation. Applies Instructional Design principles in performing analyses, studies and research supporting the design and development of instructional materials to meet specific learning objectives. Familiar with paper-based, and/or distance learning media and is able to work, with direction from the client and/or supervisor to storyboard, prototype and develop training materials that meet the client s requirements.

**Minimum Education /Experience:** Bachelor's Degree in education or a related discipline and ten (10) years of directly relevant experience.

### **7. Instructional Systems Designer I Functional Responsibility:**

With supervision provides on-the-job instruction for an educational program, demonstrates, explains, and instructs students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulation. Applies Instructional Design principles in performing analyses, studies, and research supporting the design and development of instructional materials to meet specific learning objectives. Familiar with paper-based, and/or distance learning media and is able to work, with direction from the client and/or supervisor to storyboard, prototype and develop training materials that meet the client's requirements.

Prepares all instructor materials (course outline, background material, and training aids).

Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms).

**Minimum Education/Experience:** Bachelor's Degree in education or a related discipline and 2 years' experience in information systems development, training, or related fields.

### **8. Instructional Systems Designer II Functional Responsibility:**

With supervision provides on-the-job instruction for an educational program, demonstrates, explains, and instructs students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulation. Applies Instructional Design principles in performing analyses, studies, and research supporting the design and development of instructional materials to meet specific learning objectives. Familiar with paper-based, and/or distance learning media and is able to work, with direction from the client and/or supervisor to

storyboard, prototype and develop training materials that meet the client's requirements. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms).

**Minimum Education/Experience:** Bachelor's Degree in education or a related discipline and 4 years' experience in information systems development, training, or related fields. Must have 2 years' specialized experience in areas of development and providing end-user training on computer hardware and application software.

### **9. Instructional Systems Designer III Functional Responsibility:**

Works independently, or as a team leader, provides on-the-job instruction for an educational program, demonstrates, explains, and instructs students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulation. Conducts and evaluates training to include front-end analysis, design of training courses, and development of training program content and material, and classroom/laboratory instruction. Interprets technical information and translates it into practical language for training and instruction. Confers with technical staff members to interpret technical requirements and verify training and instructional material. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Develops and validates and implements instruments measuring student achievement of learning/training objectives.

**Minimum Education/Experience:** Master's Degree in education or a related discipline and 6 years' experience in information systems development, training, or related fields. Must have 3 years' specialized experience in areas of development and providing end-user training on computer hardware and application software.

### **10. Senior Subject Matter Expert Functional Responsibility:**

The Senior Subject Matter Expert is a senior professional who possesses in-depth, demonstrated, and recognized expertise in a highly specialized, esoteric field. The individual possesses unique credentials that are not readily available nationally, and supports complex and critical efforts by providing unique subject matter expertise in specific business, functional, technical, and professional or policy areas. The position requires the ability to identify underlying business, management, scientific, technical, programmatic, operational, and policy issues, and to provide expert analysis and recommended courses of action for major programs/projects. Responsibilities relate to business, management, research, technology assessment, concept formulation, development or production, and include advising senior level/executive level personnel on high level, highly complex topics, within a specific sphere of expertise; conducting expert analysis and providing assessment and recommended courses of action to major program/project activities. May be called upon to prepare and or present high level briefings of innovative technological or strategic goals. Generally the Senior Subject Matter Expert has attained high levels of authority and recognition as a source of specialized expertise within the business or scientific community.

**Minimum Education/Experience:** Ph.D. plus a minimum of four (4) years of subject matter experience, or a Masters Degree plus 10 years related experience

### **11. Subject Matter Expert Functional Responsibility:**

The Subject Matter Expert is a senior professional with unique credentials and provides expert advisor/contributions in complex and critical efforts. The individual must be skilled in providing unique, subject matter expertise in specific functional, technical, professional or policy areas of the project. Responsibilities include: investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting expert analysis of these issues; and providing expert advice in support of major programs/projects. Assignments may require independent action, leading and/or guiding the efforts of peers, leading or collaborating with top level working groups and personnel involved in high level, highly complex efforts. The individual may be called upon to provide inputs, prepare and/or present high-level briefings of an innovative business, management, technological or strategic nature. Generally the Subject Matter Expert is broadly recognized as an authoritative, trusted source of expertise within the business or scientific community.

**Minimum Education/Experience:** Master's degree and six (6) years of subject matter experience or Bachelor's degree with ten (10) years subject matter experience.

### **12. Analyst Functional Responsibility:**

This Analyst performs complex business analysis and process improvement duties. Performs functional and operational analysis for a broad range of business management or technical disciplines. Maintains liaison with senior staff. Responsible for maintaining work standards, reviewing work, supporting resolution of discrepancies, and ensuring the adherence to policies, purposes, and goals of the organization. Uses specialized knowledge in exercising Quality Assurance, Configuration Management, and reliability and maintainability to control cost, design and production, and minimize life cycle cost. Duties require use of structured analysis, design methodologies and tools, and may include supervision of personnel.

**Minimum Education/Experience:** A Bachelor's Degree or equivalent, or a project-related IT or telecommunications certification, plus three (3) years related experience. Two additional years of experience may be substituted for each year of college not attended.

### **13. Jr. Analyst Functional Responsibility:**

Review and evaluate customer requirements and develop solutions.

Analysis may include reviews of user requirements, processes, procedures and business models. May produce design documentation and reports. Responsibility titles may include; Business Analyst, Budget Analyst, Military Analyst, Research Analyst, Systems Analyst, and Training Analyst.

**Minimum Education/Experience:** Associate's degree or equivalent experience, certifications, or military training.

### **14. Multi Media Specialist Functional Responsibility:**

Utilizes current graphic design technology and computer software packages to produce and develop complex multimedia files for multiple projects. May include line drawings, digital images, flow charts, slide presentations, animations, video stills/clips, and simulations. Designs programming techniques to optimize running speed and disk space requirements. Integrates media with other applications such as Photoshop, Illustration Package, 3D Modeling, Animation, Web-Design, Authoring of Courseware, and Internet Sites. Provides supervision and training for graphic design personnel. Exercises creative judgment and originality by translating needs into

graphics capabilities. Makes final decisions related to matters of design, composition and methods of presenting technical data.

**Minimum Education/Experience:** A Bachelor’s Degree and four (4) years of related experience or a formal education or certification program of one or two years in duration, e.g., military specialty training, trade school, or Associate Degree and six (6) years of relevant experience. Four (4) years' experience (in addition to minimum experience requirements) may be substituted for a degree.

**15. Senior Technical Writer/Editor Functional Responsibility:**

Lead writer/editor for multiple programs. Writes technical reports, brochures, participant and facilitator guides, and/or training manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. Coordinates the production and distribution of material.

**Minimum Education /Experience:** This position requires a minimum of a Bachelor's degree and requires 6 to ten years of related work experience.

**16. Technical Writer/Editor Functional Responsibility:**

Writes technical reports, brochures, and/or training manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of material.

**Minimum Education /Experience:** This position requires a minimum of a Bachelor's Degree and two (2) years of relevant work experience. Four (4) additional years of directly related job experience may be substituted for a Bachelor’s Degree.

**17. Jr. Admin/Graphics Specialist Functional Responsibility:**

Coordinates with lead Specialists to determine administrative support needs. Designs and implements correspondence formats and file structures to provide clear communication/correspondence. Develops graphics data such as graphs, flow charts, and other visual aid materials. Provides data input, word processing, and general program support.

**Minimum Education/Experience:** Associate’s degree or equivalent formal technical training in administration/graphics; and 2 years’ experience in the performance of administrative tasks and production of graphics materials.

**SERVICE CONTRACT LABOR STANDARDS (SCLA) MATRIX**

SCLA Eligible Contract Labor Category	SCLA Equivalent Code-Title	WD Number
Tech Writer	30462- Technical Writer II	2015-4533, Rev. No. 13, Date of Rev. 05/01/2020
Jr. Admin/Graphics Specialist	01613- Graphics Specialists	2015-4533, Rev. No. 13, Date of Rev. 05/01/2020

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).