

Office Administrative Services Pricelist

SPECIAL ITEM NUMBER 561110 – Office Administrative Services

Prices valid from October 1, 2022 through September 30, 2023.

CeleraPro, LLC
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1 SIN 561110 LABOR CATEGORY RATES

SIN	Labor Category/Service Title	Rates CeleraPro Site/Hr.	Rates On-Site/Hr.
561110	Administrative Assistant I**	N/A	\$32.30
561110	Administrative Assistant II**	N/A	\$43.57
561110	Administrative Assistant III**	N/A	\$48.98
561110	Contract Specialist/ Administrator I	N/A	\$67.61
561110	Contract Specialist/ Administrator II	N/A	\$69.98
561110	Contract Specialist/ Administrator III	N/A	\$74.92
561110	Executive Assistant I	N/A	\$66.43
561110	Executive Assistant II	N/A	\$93.45
561110	Executive Consultant I	N/A	\$89.49
561110	General Clerk I**	N/A	\$52.51
561110	Personnel Assistant I**	N/A	\$36.87
561110	Personnel Assistant II**	N/A	\$57.38
561110	Program Analyst I	N/A	\$67.61
561110	Program Analyst II	N/A	\$69.98
561110	Project Director	N/A	\$79.27
561110	Project Manager	N/A	\$77.34
561110	Research Assistant**	N/A	\$41.45
561110	Secretary I **	N/A	\$48.75
561110	Secretary II**	N/A	\$54.09
561110	Secretary III**	N/A	\$66.43
561110	Senior Consultant/ Technical Expert	N/A	\$156.98

** Applicable to the Service Contract Act

**2 SIN 561110 OFFICE ADMINISTRATIVE SERVICES
LABOR CATEGORY DESCRIPTIONS**

1) Administrative Assistant I**

Functional Responsibility. Provides administrative and clerical support to program management and staff. Plans and executes projects under guidance of management. Assists in preparing and delivering services to the customer. Serves as a point of contact, assists with managing administrative tasks, budgets and task priorities.

Minimum Education. High School

Minimum/General Experience. 2 years

2) Administrative Assistant II**

Functional Responsibility. Provides administrative and clerical support to program management and staff. Plans and executes projects under guidance of management. Assists in preparing and delivering services to the customer. Serves as a point of contact, assists with managing administrative tasks, budgets and task priorities.

Minimum Education. High School

Minimum/General Experience. 4 years

3) Administrative Assistant III**

Functional Responsibility. Provides administrative and clerical support to program management and staff. Plans and executes projects under guidance of management. Assists in preparing and delivering services to the customer. Serves as a point of contact, assists with managing administrative tasks, budgets and task priorities.

Minimum Education. High School

Minimum/General Experience. 5 years

4) Contract Specialist/ Administrator I

Functional Responsibility. Possess knowledge and demonstrated experience in the Contracts Specialist/Administrator I category and Functions in mid-level capacity. Under the guidance of a Contract Officer, carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and expose to different contract types. Knowledge of FAR and/or DFAR. Bachelor degree or equivalent related experience or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Minimum Education. Bachelors

Minimum/General Experience. 3 years

5) Contract Specialist/ Administrator II

Functional Responsibility. Possess knowledge and demonstrated experience in the Contracts Specialist/Administrator II category and Functions in mid-level capacity. Under the guidance of a Contract Officer, carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and expose to different contract types. Knowledge of FAR d/or DFAR. This

position typically requires four years of experience. Bachelor degree or equivalent related experience or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Minimum Education. Bachelors

Minimum/General Experience. 4 years

6) Contract Specialist/ Administrator III

Functional Responsibility. Possess knowledge and demonstrated experience in the Contracts Specialist/Administrator III category and Functions in mid-level capacity. Under the guidance of a Contract Officer, carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and expose to different contract types. Knowledge of FAR d/or DFAR. Bachelor degree or equivalent related experience or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Minimum Education. Bachelors

Minimum/General Experience. 5 years

7) Executive Assistant I

Functional Responsibility. Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor

Minimum Education. Bachelors

Minimum/General Experience. 3 years

8) Executive Assistant II

Functional Responsibility. Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor

Minimum Education. Bachelors

Minimum/General Experience. 4 years

9) Executive Consultant I

Functional Responsibility. Acts as principal lead on analytical, consulting, or assessment processes in support of technical, business, management and administrative program objectives. Experienced in leading large complex project teams in a wide array of professional service areas. Coordinates corporate resources needs. Primary oversight function for contract negotiation, implementation, and renewal. Interfaces with all other positions to assure quality services are delivered in accordance with contract terms. Proficient in providing expert technical assistance, decision support, and leadership in executing complex tasks. Typically a company officer or senior manager; can also include highly skilled and experienced technical experts.

Minimum Education. Bachelors

Minimum/General Experience. 9 years

10) General Clerk I**

Functional Responsibility. Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager

Minimum Education. High School

Minimum/General Experience. 0 years

11) Personnel Assistant I**

Functional Responsibility. The position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. The supported organization will provide limited instructions on assignments and will monitor completed work for accuracy.

Minimum Education. Associates

Minimum/General Experience. 1 year

12) Personnel Assistant II**

Functional Responsibility. The position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. The

supported organization will provide limited instructions on assignments and will monitor completed work for accuracy.

Minimum Education. Associates

Minimum/General Experience. 3 years

13) Program Analyst I

Functional Responsibility. Develops and implements an organization's programs. Assesses needs and ensures that program objectives are met. Coordinates activities of program committees and/or other groups to plan procedures. Provides direction and supervision to staff. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Minimum Education. Bachelors

Minimum/General Experience. 3 years

14) Program Analyst II

Functional Responsibility. Serves on project team and contributes to deliverables. Provides program implementation and policy support to subject Programs. Also includes staff that brings key program functional expertise in project management, performance and compliance monitoring, finance, and other disciplines to support such programs.

Minimum Education. Bachelors

Minimum/General Experience. 4 years

15) Project Director

Functional Responsibility. Responsible for managing major program functions on a project. Designs approaches and methodologies. Formulates strategic plans. Responsible for planning all phases of performance, including contract management, contract cost control, project management, coordination of resource needs, and coordination with corporate management. Has direct accountability for the technical accuracy, timeliness and quality of deliverables. Allocates staff and resources to projects. Conducts interface with clients at senior management level to ensure on-going communication and satisfaction.

Minimum Education. Bachelors

Minimum/General Experience. 8 years

16) Project Manager

Functional Responsibility. Coordinates, integrates, leads and directly controls the efforts associated with assigned projects which includes development, acquisition, testing, product improvements, fielding, program integration and interoperability. Develops, prepares, and presents detailed program briefs

outlining master plans and program objectives. Establishes procedures, priorities, and schedules and tasks matrix support elements to accomplish specific program/project actions. Coordinates activities and provides recommendations as required. Establishes and leads integrated product teams (IPT); conducts briefings related to project costs, schedule and performance; performs staff actions associated with acquisition decisions, safety certification, financial management, fielding, and transition to sustainment. Interfaces with various users for requirements definition and logistics coordination. Establishes and maintains program information in various formats for internal and external information requirements.

Minimum Education. Bachelors

Minimum/General Experience. 8 years

17) Research Assistant**

Functional Responsibility. Provides assistance with research, writing, computer applications, and studies. Assists in performing analyses and preparing summaries, reports, deliverables, and briefings. Performs tasks under supervision of management and staff

Minimum Education. High School

Minimum/General Experience. 1 years

18) Secretary I **

Functional Responsibility. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on direction from superiors plan and accomplish goals. Performs a variety of tasks. Works under general supervision

Minimum Education. High School

Minimum/General Experience. 1 year

19) Secretary II**

Functional Responsibility. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Minimum Education. Associates

Minimum/General Experience. 2 years

20) Secretary III**

Functional Responsibility. Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor

Minimum Education. Bachelors

Minimum/General Experience. 3 years

21) Senior Consultant/ Technical Expert

Functional Responsibility. Responsible for managing key program elements and possibly supervising junior staff members. Designs approaches and methodologies and manages routine to complex projects. Provides interface with client representatives. Manages multiple tasks simultaneously. Responsible for executing approach, ensuring quality of products and adherence to time and budget constraints. Normally reports to Project Director. Position also includes technical expertise in given professional service tasks.

Minimum Education. Bachelors

Minimum/General Experience. 10 years