

## FEDERAL SUPPLY SERVICE

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### MISSION ORIENTATED BUSINESS INTEGRATED SERVICES (MOBIS) 874

#### **Federal Supply Class Group: R499 and R707**

SPECIAL ITEM NUMBER 874 1 – CONSULTING SERVICES

SPECIAL ITEM NUMBER 874 6 – ACQUISITION MANAGEMENT SUPPORT

SPECIAL ITEM NUMBER 874 7 – PROGRAM AND PROJECT MANAGEMENT SUPPORT



**SAVVEE CONSULTING, INC.**

**4100 LAFAYETTE CENTER DR. SUITE 110  
CHANTILLY, VA 20151**

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**WWW.SAVVEE.BIZ**

**SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS**

**Contract Number: GS-10F-0410Y**

**Period Covered by Contract: 10 August 2017 – 09 August 2022**

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. The INTERNET address GSA Advantage! ® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**General Services Administration – Authorized Federal  
Supply Schedule Pricelist**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).*

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# GENERAL SERVICES ADMINISTRATION

## AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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**COMPANY INFORMATION**

1. TABLE OF AWARDED SINS:

SIN	Description	Page
874-1 (RC)	Consulting Services	11 & 12
874-6 (RC)	Acquisition Management Support	11 & 12
874-7 (RC)	Program and Project Management Support	11 & 12

1b. LOWEST PRICED MODEL:

N/A.

1c. LABOR CATEGORIES:

**PROGRAM MANAGER**

**Description:** The Program Manager (PM) serves as the Government's point of contact and provides supervision and guidance for all contractor personnel assigned to a specified contract. The PM has experience in managing multiple teams of professionals with generalized and specialized expertise in business management and services. Business services include planning and management, business requirements analysis and modeling, business process analysis and design, resources and facilities management, and other services. The PM provides consulting and executive support to enterprise-wide or national level programs and personnel. The PM provides executive knowledge and insight, management experience and/or subject-matter expertise; performs analyses and develops recommendations that may have substantial impact on major programs and activities. The PM has significant experience in briefing upper management and/or upper echelons of federal and military chains of command. The PM possesses in-depth functional knowledge of the contract and its requirements, and possesses excellent written and oral communications skills. He is able to perform and implement requirements analysis.

**Education:** Bachelor's degree in Business, Business Management, Engineering, or related field. PM shall hold a Project Management Professional (PMP) certification or equivalent.

**Experience:** Shall have, as a minimum, seven (7) years related experience.

**Substitution Methodology:** See Substitution Table at end of this section.

**PROJECT MANAGER**

**Description:** The Project Manager has experience in managing teams of professionals with generalized and specialized expertise in management and business services. Business services include planning and management, business requirements analysis and modeling, business process analysis and design, and resources and facilities management, and other services. The Project Manager provides support to enterprise-wide or national level programs and personnel. The Project Manager provides experienced knowledge and insight, and/or subject-matter expertise to projects; performs analyses and develops recommendations that may have substantial impact on major programs and activities. The Project Manager performs enterprise-wide strategic systems planning and may supervise technical staff.

**Education:** Bachelor's degree in Business, Business Management Engineering, or related field.

**Experience:** Shall have, as a minimum, five (5) years related experience.

**Substitution Methodology:** See Substitution Table at end of this section.

**PRINCIPAL SUBJECT MATTER EXPERT**

**Description:** The Principal Subject Matter Expert (SME) has experience in managing teams of professionals with generalized and specialized expertise in business management and services. Business services include planning and management, business requirements analysis and modeling, business process analysis and design, resources and facilities management, and other services. The Principal SME provides consulting and executive support to enterprise-wide or national level programs and personnel. The Principal SME provides executive knowledge and insight, management experience and/or subject-matter expertise; performs analyses and develops recommendations that may have substantial impact on major programs and activities. The Principal SME performs enterprise-wide strategic systems planning and may supervise technical staff. The Principle SME has significant experience in briefing upper management and/or upper echelons of federal and military chains of command.

**Education:** Bachelor's degree in Business, Business Management, Engineering, or related field.

**Experience:** Minimum twelve (12) years general experience; ten (10) years related experience in field.

**Substitution Methodology:** See Substitution Table at end of this section.

#### **QUALITY ASSURANCE SPECIALIST**

**Description:** The Quality Assurance Specialist establishes and maintains a process for evaluating project documentation. Determines the resources required for quality control. Maintains the level of quality throughout the life cycle. Conducts formal and informal reviews at pre-determined points throughout the life cycle.

**Education:** A Bachelors degree in Engineering, Business or other related discipline may be substituted for two years experience.

**Experience:** This position requires a minimum of 2 years experience in quality assurance.

**Substitution Methodology:** See Substitution Table at end of this section.

#### **SENIOR BUSINESS PROCESS RE-ENGINEER SPECIALIST**

**Description:** Provides a high-level assessment of the organization's mission, strategic goals, and customer needs. As a leader, directs others on the mission of the business; possesses the necessary skills to develop or lead the development of a stable activity model for the business; leads the documentation of the core processes currently in use within the business. Analyzes the activities within processes for added value, redundancy and consistency with process objective; defines performance measures that are outcome based and develops appropriate metrics as well as measurement methodologies; identifies opportunities for automation and/or integration that support the business' mission and goals. Key coordinator between multiple project teams to ensure integration of efforts. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objective. Provides daily supervision and direction to Business Process Reengineering Specialists.

**Education:** Bachelor's Degree or equivalent.

**Experience:** 7 years combined experience in line, project or general management; functional expertise in the business area; business process, systems and financial analysis.

**Substitution Methodology:** See Substitution Table at end of this section.

#### **BUSINESS PROCESS RE-ENGINEER SPECIALIST**

**Description:** Identifies the mission of the business; possesses the necessary skills to develop or lead the development of a stable activity model for the business; identifies the documentation of the core processes currently in use within the business. Analyzes the activities within processes for added value, redundancy and consistency with process objective; defines performance measures that are outcome based and develops appropriate metrics as well as measurement methodologies; identifies opportunities for automation and/or integration that support the business' mission and goals

**Education:** Bachelor's Degree or equivalent.

**Experience:** Four or more years combined experience in line, project or general management; functional expertise in the business area; business process, systems and financial analysis.

**Substitution Methodology:** See Substitution Table at end of this section.

### **BUSINESS SYSTEMS ANALYST**

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**Description:** Identifies customer needs, defines functional requirements, and designs complex business systems and processes to meet specific customer requirements. Determines functional and cross-functional requirements, required tasks, and their relationships. Defines critical project elements and resource requirements and creates timeline. Develops management and problem resolution systems, and associated functions. Prepares required reports and documentation. Plans and delivers training and helps identify customer training needs.

**Education:** BS in Business, Engineering or related area required with advanced degree preferred.

**Experience:** Two or more years business analysis experience in large, diversified organizations. Excellent interpersonal, communications, analytical and organizational skills.

**Substitution Methodology:** See Substitution Table at end of this section.

### **TECHNICAL WRITER III**

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**Description:** The Technical Writer is responsible for correctly, succinctly, and clearly communicating all instructions relative to the implementation of the solution, preparing documentation of the actions taken to deploy the solution, and preparing all contract-required written deliverables.

**Education:** Bachelor's degree in English, Technical Writing, or a related field.

**Experience:** Shall have, as a minimum 5 years experience in technical writing

**Substitution Methodology:** See Substitution Table at end of this section.

### **RESOURCE MANAGER II**

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**Substitution Methodology:** See Substitution Table at end of this section.

**Description:** The Resource Manager II has functional experience with generalized and specialized expertise in business management and business services. Business services include planning and management, acquisition, budgeting, business requirements analysis and modeling, business process analysis and design, and resources and facilities management, and other services. The Resource Manager II provides advice and support to enterprise-wide or national level programs and personnel. The Resource Manager II provides knowledge and insight, and/or subject-matter expertise to projects; performs analyses and develops recommendations that may have substantial impact on major programs and activities.

**Education:** Bachelor's degree in Business, Engineering, or related field.

**Experience:** Shall have, as a minimum, four (4) years related experience.

**Substitution Methodology:** See Substitution Table at end of this section.

### **RESOURCE MANAGER I**

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**Description:** The Resource Manager I has functional experience with generalized and specialized expertise in business management and business services. Business services include planning and management, acquisition, budgeting, business requirements analysis and modeling, business process analysis and design, and resources and facilities management, and other services. The Resource Manager I provides advice and support to enterprise-wide or national level programs and personnel. The Resource Manager I provides knowledge and insight, and/or subject-matter expertise to projects; performs analyses and develops recommendations that may have substantial impact on major programs and activities.

**Education:** Bachelor's degree in Business, Engineering, or related field.

**Experience:** Shall have, as a minimum, one (1) year related experience.

**Substitution Methodology:** See Substitution Table at end of this section.

### **ADMIN CLERK III**

**Description:** Performs diverse administrative duties in coordination with the acquisition management, program and project management and consulting services. Support areas include but are not limited to: program planning, audits, studies, acquisition planning, research, quality assurance plans, contract administration, performance monitoring, reporting, and briefings. Key responsibilities include: Initiating special reports, composing routine correspondence, compiling statistical information, and providing communication with all levels of client site personnel to gather and convey information. Maintains program files to support acquisition, program management and consulting projects. Composes and edits routine program specific correspondence. Enters program specific data into spreadsheets and PowerPoint presentations.

**Education:** High School.

**Experience:** Shall have, as a minimum, 4 years related experience.

**Substitution Methodology:** See Substitution Table at end of this section.

### **INTERMEDIATE SUBJECT MATTER EXPERT**

**Description:** Plans, supports and provides advisor/contributions in complex and critical efforts which include specific functional, technical, professional or policy areas of the project. Key responsibilities include: Investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting analysis of these issues; and providing advice in support of major programs/projects

**Education:** Bachelor's Degree in Business, Engineering, or related field

**Experience:** 3 years in specialty.

**Substitution Methodology:** See Substitution Table at end of this section.

### **SENIOR SUBJECT MATTER EXPERT**

**Description:** Serves as a senior advisor to customer's executive management team in a variety of capacities. Key responsibilities include: Providing advice and expertise in competitive sourcing, outsourcing methods, conducting value chain analysis, strategic planning and process improvement methods, change enablement and management, site-selection, and consolidation of operations. May serve as point of contact with COTRs/Task Monitors.

**Education:** Bachelor's Degree in Business, Engineering, or related field

**Experience:** 12 years total; 6 years in specialty

**Substitution Methodology:** See Substitution Table at end of this section.

### **TECH SPECIALIST JUNIOR**

**Description:** Plans, supports and provides assistance on specific business, management, scientific, operational, engineering, technical, policy, and professional issues. Key responsibilities include: Participating, advising, contributing, preparing and/or presenting briefings on business, management, technology, operational initiatives, policy formulation, professional or strategic goals.

**Education:** High School.

**Experience:** 2 years relevant experience

**Substitution Methodology:** See Substitution Table at end of this section.

### **TECH SPECIALIST INTERMEDIATE**

**Description:** Plans and supports specific business, management, functional, technical, professional or policy areas of the project. Key responsibilities include: Identifying issues; conducting analysis and assessment of these issues; and providing inputs to major program/project leaders.

**Education:** Bachelor's Degree in Business, Engineering, or related field

**Experience:** 3 years relevant experience

**Substitution Methodology:** See Substitution Table at end of this section.

**ADMIN CLERK II**

**Description:** Performs secretarial and administrative duties in coordination with acquisition management, program and project management and consulting services. Support areas include but are not limited to: program planning, audits, studies, acquisition planning, research, quality assurance plans, contract administration, performance monitoring, reporting, and briefings. Key responsibilities include: typing letters, reports, and briefings to support acquisition, program management, and consulting projects; formatting spreadsheets, PowerPoint and MS Word documents for the program; providing data entry support as needed to support the project deliverables; reserving and setting up meeting rooms; and taking minutes for taking minutes for program specific meetings.

**Education:** High School.

**Experience:** Shall have, as a minimum, 1 year related experience.

**Substitution Methodology:** See Substitution Table at end of this section.

**Substitution Table**

EDUCATION OR CERTIFICATION	EXPERIENCE EQUIVALENCE
Associates Degree	3 years relevant experience
Trade/Vocational School or Technical Training or Military Training in relevant field	3 years relevant experience
Bachelors Degree	5 years relevant experience
Professional or Industry Standard Certification in a relevant field.	5 years relevant experience
Masters Degree	7 years relevant experience
Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]	7 years relevant experience

2. **MAXIMUM ORDER:**  
The maximum dollar amount to be issued for each SIN is **\$1,000,000**.
3. **MINIMUM ORDER:**  
The minimum dollar amount to be issued is **\$100**.
4. **GEOGRAPHIC SCOPE OF CONTRACT:**  
**Domestic delivery** is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.
5. **POINT OF PRODUCTION:**  
Savvee Consulting, Inc.  
4100 Lafayette Center Drive, Suite 390  
Chantilly, VA 201516

6. DISCOUNTS:  
Prices shown are NET Prices; Basic Discounts have been deducted. See page 11 for pricing.
7. QUANTITY DISCOUNTS:  
None.
8. PROMPT PAYMENTS DISCOUNTS:  
None. Net 30.
9. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:  
Savvee Consulting will accept Government purchase cards up to the micro-purchase threshold.  
  
9B) NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:  
Savvee Consulting will accept Government purchase cards above the micro-purchase threshold.
10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):  
None.
11. TIME OF DELIVERY:  
The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:  
  
Savvee Consulting will adhere to the delivery schedule stipulated in each task order and/or task order amendment.  
  
11B) EXPEDITED DELIVERY:  
Please contact contractor.  
  
11C) OVERNIGHT AND 2-DAY DELIVERY:  
Please contact contractor.  
  
11D) URGENT REQUIREMENTS:  
Please contact contractor.
12. F.O.B. POINT(S):  
Destination.
13. ORDERING ADDRESS(ES):  
Savvee Consulting, Inc.  
4100 Lafayette Center Drive, Suite 390  
Chantilly, VA 201516  
  
13B). 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.
14. PAYMENT ADDRESS(ES) :  
Savvee Consulting, Inc.



4100 Lafayette Center Drive, Suite 220  
Chantilly, VA 201516

15. WARRANTY PROVISION:  
Contractor's standard commercial warranty.
16. EXPORT PACKING CHARGES, IF APPLICABLE:  
N/A.
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):  
Please contact Contractor.
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):  
N/A.
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):  
N/A.
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE):  
N/A.  
  
20B) TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):  
N/A.
21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):  
N/A.
22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):  
N/A.
23. PREVENTIVE MAINTENANCE (IF APPLICABLE):  
N/A.
24. ENVIRONMENTAL ATTRIBUTES, E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS:  
N/A.  
  
24B) 508 COMPLIANCE:  
N/A.
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:  
143405087.
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:  
Savvee Consulting has registered with the CCR database.

## GSA Customer Site Net Rates

SIN	Labor Category	8/10/2017 8/9/2018	8/10/2018 8/9/2019	8/10/2019 8/9/2020	8/10/2020 8/10/2021	8/10/2021 8/9/2022
874-1,-6,-7	Program Manager	\$181.27	\$186.26	\$191.38	\$196.64	\$202.05
874-1,-6,-7	Project Manager	\$131.08	\$134.68	\$138.39	\$142.19	\$146.10
874-1,-6,-7	Principal Subject Matter Expert	\$151.21	\$155.36	\$159.64	\$164.03	\$168.54
874-1,-6,-7	Quality Assurance Specialist	\$88.34	\$90.77	\$93.27	\$95.83	\$98.47
874-1,-6,-7	Sr. Business Process Reengineering Specialist	\$107.94	\$110.91	\$113.96	\$117.10	\$120.32
874-1,-6,-7	Business Process Reengineering Specialist	\$97.00	\$99.67	\$102.41	\$105.22	\$108.22
874-1,-6,-7	Business Systems Analyst	\$87.00	\$89.40	\$91.86	\$94.38	\$96.98
874-1,-6,-7	Technical Writer III	\$86.92	\$89.31	\$91.77	\$94.29	\$96.89
874-1,-6,-7	Resource Manager II	\$86.48	\$88.86	\$91.30	\$93.81	\$96.39
874-1,-6,-7	Resource Manager I	\$59.16	\$60.79	\$62.46	\$64.18	\$65.95
874-1,-6,-7	Admin Clerk III	\$49.66	\$51.03	\$54.43	\$53.87	\$55.35
874-1,-6,-7	Intermediate Subject Matter Expert	\$104.24	\$107.11	\$110.06	\$113.08	\$116.19
874-1,-6,-7	Senior Subject Matter Expert	\$114.66	\$117.81	\$121.05	\$124.38	\$127.80
874-1,-6,-7	Tech Specialist Junior	\$66.90	\$68.74	\$70.63	\$72.57	\$74.57
874-1,-6,-7	Tech Specialist Intermediate	\$82.17	\$84.43	\$86.75	\$89.14	\$91.59
874-1,-6,-7	Admin Clerk II	\$45.76	\$47.02	\$48.32	\$46.64	\$51.01

## GSA Contractor Site Net Rates

SIN	Labor Category	8/10/2017 8/9/2018	8/10/2018 8/9/2019	8/10/2019 8/9/2020	8/10/2020 8/10/2021	8/10/2021 8/9/2022
874-1,-6,-7	Program Manager	\$197.77	\$203.21	\$208.80	\$214.54	\$220.44
874-1,-6,-7	Project Manager	\$143.01	\$146.94	\$150.98	\$155.13	\$159.40
874-1,-6,-7	Principal Subject Matter Expert	\$164.97	\$169.50	\$174.16	\$178.95	\$183.87
874-1,-6,-7	Quality Assurance Specialist	\$ 96.38	\$99.03	\$101.75	\$104.55	\$107.43
874-1,-6,-7	Sr. Business Process Reengineering Specialist	\$117.77	\$121.01	\$124.33	\$127.75	\$131.27
874-1,-6,-7	Business Process Reengineering Specialist	\$105.83	\$108.74	\$111.73	\$114.96	\$117.96
874-1,-6,-7	Business Systems Analyst	\$94.92	\$97.53	\$100.21	\$102.97	\$105.80
874-1,-6,-7	Technical Writer III	\$94.83	\$97.44	\$100.12	\$102.88	\$105.70
874-1,-6,-7	Resource Manager II	\$94.35	\$96.94	\$99.61	\$102.35	\$105.16
874-1,-6,-7	Resource Manager I	\$64.55	\$66.32	\$68.15	\$70.02	\$71.95
874-1,-6,-7	Admin Clerk III	\$54.18	\$55.67	\$57.20	\$58.77	\$60.39
874-1,-6,-7	Intermediate Subject Matter Expert	\$113.73	\$116.86	\$120.07	\$123.37	\$126.76
874-1,-6,-7	Senior Subject Matter Expert	\$125.10	\$128.54	\$132.07	\$135.70	\$139.43
874-1,-6,-7	Tech Specialist Junior	\$72.99	\$74.99	\$77.06	\$79.17	\$81.35
874-1,-6,-7	Tech Specialist Intermediate	\$89.65	\$92.12	\$94.65	\$97.25	\$99.93
874-1,-6,-7	Admin Clerk II	\$49.93	\$51.30	\$52.71	\$54.16	\$55.65