

PROFESSIONAL SERVICES (SAMPLE ONLY)

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements	DOD Contract #D12345 Sub or Prime T&M or FFP? Period of Contract:	USAF Contract # E12345 Sub or Prime T&M or FFP? Period of Contract:	Boeing Contract # F2345 Sub or Prime T&M or FFP? Period of Contract:	Commercial Rate ** Show Effective Date of Pricelist	Proposed GSA Schedule Rate without IFF
Program Manager	10 Years Experience Or state " Same as GSA pricelist" if in fact it is the same.	State what the individual's function was/is (not duties) on the contract(s) shown or state " Same as GSA pricelist" if in fact it is the same.	Bachelor's Degree* in Computer Science, Engineering, or Information Technology Or state " Same as GSA pricelist" if in fact it is the same.					
System Engineer	5 Years Experience Or state " Same as GSA pricelist" if in fact it is the same.	State what the individual's function was/is (not duties) on the contract(s) shown or state " Same as GSA pricelist" if in fact it is the same.						

BEST RATE (LOWEST PRICE) PRICE AND SKILL / EXPERIENCE MATRIX

1. Provide as many of your best (lowest priced) contracts, as necessary, for comparison with labor rates being offered to the government. Rates offered to the government should not be higher than your BEST (LOWEST) RATES under any contract shown. Also, if any of your government contracts carry a security clearance, GSA should be offered that same security clearance. USE AS MANY COLUMNS AS YOU NEED TO SHOW YOUR BEST CONTRACTS.
2. If any of these contracts are based on dollar volume, please indicate the dollar, volume (On a Separate Sheet) and the rates the volumes are based on.
3. Blending of rates is not allowed. Provide the lowest hourly rates at which any labor category has been sold. Insert the name and contract number of the Government/ Commercial contract. Please note whether you are a subcontractor or prime. If you are a subcontractor, make sure you show your subcontractor rates, not the prime rates.

- Make sure you state what the degree is in (computer science, engineering, liberal arts and whether it is a Bachelors or Associates. In Addition, if there are any labor categories that the minimum educational level is a certificate in a specific area, please state the area of certification.

- Insert your commercial rate and provide a copy of your commercial catalog or pricelist. An effective date should be printed on the catalog or pricelist. If you don't have or publish a printed commercial pricelist make a statement to that affect and provide the page(s) from the contracts (commercial or government) established above that reflect each labor category and the agreed to rate(s).