

Attachment 1 - Pricing	
Contractor:	Documentation Strategies, Inc
Contract Number:	PB70766
Lots Awarded:	1A, 1B
<p>Authorized Users Please Note the Following:</p> <p>A competitive Mini-Bid is required for every transaction under this Centralized Contract. (Section 1.3 of Attachment 16 - How to Use this Contract)</p> <p>The Contractor acknowledges that any mini-bid under this Centralized Contract which includes pricing in excess of the “maximum Not-To-Exceed price” shall be rejected by the Authorized User. (Sections 7.9 of the Contract - Reasonableness of Price)</p> <p>Price increases will only apply to the OGS Centralized Contracts and shall not be applied retroactively to Authorized User Agreements or any Mini-bids already submitted to an Authorized User. (Section 8.5 of the Contract - Pricelist Adjustments)</p> <p>When provided for in the Mini-Bid and resultant Authorized User Agreement, an Authorized User may reimburse travel expenses. All rules and regulations associated with this travel can be found at http://osc.state.ny.us/agencies/travel/travel.htm. In no case will any travel reimbursement be paid that exceeds these rates. All travel will be paid only as part of a deliverable specified within the Authorized User Agreement and must be billed with that associated Invoice with receipts attached. (Section 7.12 of the Contract - Travel, Meals and Lodging)</p>	

Documentation Strategies, Inc Approved Price List			Number of Approved Titles:	8	Last Updated:	6/16/2025
Item Number	SKU	Job Title	Job Description	Minimum Education / Certification Level	Minimum Years of Experience	NYS Contract Price (Not to Exceed Hourly Rate, Exclusive of Travel)
1	TW002	Technical Writer/ Trainer	Update procedure manuals, Develop project process documentation, Create documentation templates, Interview business users to become familiar with business processes so they can be incorporated into easy-to-follow user documentation, Edit and re-write technical documents and training materials, Create training videos and simulations using Adobe Captivate	BA or BS	5	\$75.00
2	TW003	Senior Technical Writer	Deliver documentation within and on information technology projects and products, Develop various types of documentation such as newsletters, user guides and web content, develop audio/visual training manuals	BA or BS	7	\$85.00
3	BA001	Senior Business Analyst	Collects and performs analysis on complex information from systems users to formulate the scope and objectives of the system, performs detailed analysis and systems designs, prepares systems specifications	BA or BS	7	\$115.00
4	TRN01	Training Specialist	Provides solutions to a variety of training programs, plans and designs instructional methods and materials, conducts onsite or in-house training	BA or BS	5	\$72.00
5	TST01	IT Quality Analyst	Design and implement testing plans, identify test procedures and scenarios, collect and communicate quantitative and qualitative findings from test results to various IT Teams	BA or BS	5	\$80.00
6	HD001	Help Desk Support	Provides phone and/or email support to local agents for the specific program, provides T1 support to facilitate resolution of users' issues, document the details into the tracking system, received either via phone, email or ticketing system	AS	1	\$55.00
7	DQ001	Junior Data Quality Analyst	Review records from multiple systems to document and resolve data quality issues, report on and coordinate the resolution of data quality issues	AS	1	\$65.00
8	DQ002	Data Quality Analyst	Review records from multiple systems to document and resolve data quality issues, report on and coordinate the resolution of data quality issues	AS	3	\$72.00