

# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service *Authorized Federal Supply Schedule Price List*

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>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for 00CORP - Professional Services Schedule (PSS)**

**Federal Supply Group: 00CORP Class: R707**

**Contract Number: 47QRAA18D00FJ**

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

**Contract Period: September 12, 2018 – September 11, 2023**

Pricelist current through Modification # PS-0013 effective 12/19/2019

**Contractor:** **ACQUISITION PROFESSIONALS LLC**  
**800 Corporate Dr., Suite 301**  
**Stafford, Virginia 22554**

**Business Size:** 8A, Small Business Concern, Small Disadvantaged Business Concern, Woman Owned Business, Woman Owned Small Business, Economically Disadvantaged Woman Owned, HUBZone Business

**Telephone:** 703-307-2062  
**FAX Number:** 703-884-4001  
**Web Site:** [www.acquisitionprofessionalsllc.com](http://www.acquisitionprofessionalsllc.com)  
**E-mail:** [lkclark@acqpros.com](mailto:lkclark@acqpros.com)  
**Contract Administration:** Luwanna Clark

## CUSTOMER INFORMATION:

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

| SIN        | Recovery     | SIN Description  |
|------------|--------------|--|
| 874-1      | 874-1RC      | Integrated Consulting Services   |
| 874-4      | 874-4RC      | Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships |
| 874-6      | 874-6RC      | Acquisition Management Support   |
| 00CORP-500 | 00CORP-500RC | Order Level Materials (OLMs)   |

**1b. 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.**

- 1c. **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.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$130.00
4. **Geographic Coverage (delivery Area):** Domestic; 48 States, DC
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).
7. **Quantity discounts:** 1% in excess of \$100,000.00
8. **Prompt payment terms:** Net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **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
- 11c. **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
- 11d. **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
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 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):** Same as company address
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):** 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
- 20a. **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
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **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:** [www.Section508.gov/](http://www.Section508.gov/).
- 25. **Data Universal Numbering System (DUNS) number:** 079395376
- 26. **Notification regarding registration in System for Award Management (SAM) database:** Registered
- 27. **Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| SIN(s)         | Labor Category             | Min EDU   | Min EXP | GSA Price (w/IFF) |
|----------------|----------------------------|-----------|---------|-------------------|
| 874-1          | Acquisition Consultant     | Bachelors | 15      | \$117.13          |
| 874-6          | Acquisition Specialist II  | Bachelors | 8       | \$119.19          |
| 874-6          | Acquisition Specialist III | Bachelors | 15      | \$121.81          |
| 874-1<br>874-6 | Functional Analyst         | Bachelors | 5       | \$87.24           |
| 874-1<br>874-6 | Business Systems Analyst   | Bachelors | 4       | \$77.38           |
| 874-6          | Contract Specialist        | Bachelors | 3       | \$64.83           |

**Service Contract Act:** The Service Contract Labor Standards, formerly the Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

| SIN   | Course Title  | Course Length | Minimum Participants | Maximum Participants | Contractor or Customer Facility or Both | Domestic or Overseas | Unit of Issue | Price Offered to GSA (including IFF) |
|-------|---|---------------|----------------------|----------------------|---|----------------------|---------------|--------------------------------------|
| 874-4 | Statement of Work/Performance Work Statement/ Statement of Objectives | 3 Days        | 6                    | 25                   | Customer Facility                       | Domestic Only        | Per Hour      | \$ 125.19                            |
| 874-4 | Independent Government Cost Estimate                                  | 2 Days        | 6                    | 25                   | Customer Facility                       | Domestic Only        | Per Hour      | \$ 125.19                            |
| 874-4 | Justification for Other Than Full and Open Competition                | 2 Days        | 6                    | 25                   | Customer Facility                       | Domestic Only        | Per Hour      | \$ 125.19                            |
| 874-4 | Source Selection  | 2 Days        | 6                    | 25                   | Customer Facility                       | Domestic Only        | Per Hour      | \$ 125.19                            |
| 874-4 | Market Research   | 2 Days        | 6                    | 25                   | Customer Facility                       | Domestic Only        | Per Hour      | \$ 125.19                            |

## **LABOR CATEGORY DESCRIPTIONS**

### **Acquisition Consultant**

**Minimum\General Experience:** Minimum 15 years of related experience

**Functional Responsibility:** Provides organizational reviews on processes, procedures, and improvements relating to acquisition support. Provide leadership in special projects and events, tracks and monitors special projects. Knowledgeable of federal rules and regulations as applicable to the Federal Acquisition Regulations (FAR).

**Minimum Education:** A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degree and 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.

### **Acquisition Specialist II (Intermediate)**

**Minimum\General Experience:** Minimum 8 years of related experience

**Functional Responsibility:** Assists in the preparation of supporting acquisition documentation including a

statement of objectives (SOOs), statement of work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Reviews Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates.

Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks. Provides support in areas such as development of acquisition strategies; development of requests for proposals; and participation in source selections.

Knowledgeable of federal rules and regulations as applicable to the Federal Acquisition Regulations (FAR).

**Minimum Education:** A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degree and 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.

### **Acquisition Specialist III (Senior)**

**Minimum\General Experience:** Minimum 15 years of related experience

**Functional Responsibility:** Provides subject matter acquisition expertise in support of federal acquisitions. Assists government procurement agencies to define proposals and qualify vendors, applies knowledge of government/ defense acquisition processes to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develops risk reduction/mitigation approaches for improving acquisition/program planning, control and execution. Provides technical guidance and advisory assistance in the preparation of acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Reviews Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates cost estimates. Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks. Leads the development and implementation of a program's acquisition strategy. Includes preparing and coordinating the approval of regulatory and statutory documentation and managing preparations for milestone decision reviews. Other responsibilities include managing a program's acquisition activities, coordinating/drafting briefings and memoranda for a variety of stakeholders and assisting the management in budgeting, contracting, and cost analysis activities. Knowledgeable of federal rules and regulations as applicable to the Federal Acquisition Regulations (FAR).

**Minimum Education:** A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degree and 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.

### **Functional Analyst**

**Minimum\General Experience:** Minimum 5 years of related experience

**Functional Responsibility:** Gathers information through interviews with employees and managers to study the procedures and systems currently in place. Analyzes user needs to determine functional requirements, tasks and their interrelationships. Identifies resources required for each task. Document procedures and processes for improvement. Designs computer systems to meet an organization's requirements by researching emerging technologies for new solutions and using techniques such as data modeling. Prepares reports that balance costs and benefits to present to managers. Installs and configures new systems or upgrade existing ones. Runs tests to ensure that systems meet specifications, composes user manuals and other documentation, and trains existing users on new capabilities.

**Minimum Education:** Bachelor's degree in computer Science

## **Business Systems Analyst**

**Minimum\General Experience:** Minimum 4 years of related experience

**Functional Responsibility:** Develops methodology documents based on self-initiated interviews, diagrams, surveys and workflow analysis. Researches and analyzes all aspects of existing business practices and procedures. Communicates with heads of departments about common frustrations, hindrances and other issues that interrupt workflow. Ability to obtain and document methods and procedures and process workload assessment. Experience in assisting consultants and program officials in planning project designs and managing progress of studies by reviewing proposals, estimating work hour requirements and advising on the most efficient sequencing of events. Creates detailed plans for execution and implementation of new processes, including budgetary guidelines and key personnel. Works with project managers to develop new project plans and see them through to completion. Oversees the life cycle of changes to business systems and prepares detailed reports for executive management.

**Minimum Education:** Bachelor's Degree in Business Administration

## **Contract Specialist**

**Minimum\General Experience:** Minimum 3 years of related experience

**Functional Responsibility:** Responsible for: (1) soliciting, evaluating, negotiating, and awarding contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for furnishing products, services, construction or research and development to the Federal Government; (2) administering contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties; (3) recommend terminating contracts by analyzing, negotiating, and settling claims and proposals; (4) analyzing and evaluating cost or price proposals and accounting systems data; (5) planning, assisting with establishing, or reviewing contracts, programs, policies, or procedures; (6) assisting in the formulating and administering policies and procedures to insure achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms; (7) developing acquisition strategies and managing procurements. Requires specialized knowledge of negotiation techniques to meet and reach agreement through discussion with a proposed contractor on the price and performance terms, and to set forth all these terms in a procurement document. Requires specialized knowledge of post-award contracting procedures to oversee or ensure compliance with the terms of contracts, to determine the reasonableness of and to negotiate claims, to resolve disputes and other problems concerning obligations of either the Government or the contractor, and to negotiate contract modifications. Requires specialized knowledge of post-award procedures and negotiation techniques to represent the Government in terminations for convenience or default and in claims and settlements.

**Minimum Education:** Bachelor's Degree

## **EDUCATION/EXPERIENCE SUBSTITUTION**

| <b>Awarded</b>             |                |                | <b>Substitutions</b> |                |                  |                  |                    |
|----------------------------|----------------|----------------|----------------------|----------------|------------------|------------------|--------------------|
| <b>Labor Category</b>      | <b>Min EDU</b> | <b>Min EXP</b> | <b>PhD</b>           | <b>Masters</b> | <b>Bachelors</b> | <b>Associate</b> | <b>High School</b> |
| Acquisition Consultant     | Bachelors      | 15             | 11                   | 13             |                  | 17               | 19                 |
| Acquisition Specialist II  | Bachelors      | 8              | 4                    | 6              |                  | 9                | 11                 |
| Acquisition Specialist III | Bachelors      | 15             | 11                   | 13             |                  | 17               | 19                 |
| Functional Analyst         | Bachelors      | 5              | N/A                  | 3              |                  | 7                | 9                  |
| Business Systems Analyst   | Bachelors      | 4              | N/A                  | 2              |                  | 6                | 8                  |
| Contract Specialist        | Bachelors      | 3              | N/A                  | 1              |                  | 5                | 7                  |