Multi-Award Schedule (MAS)
(Large Category H – Professional Services)
(Sub-Category H01 – Business Administrative Services)

CeLeen, LLC
6050 North Point Court
Perryville, MO 63775 - 6578
Phone: (618) 222-1600
e-mail POC: contact@celeengroup.com
CeLeen Website: www.CeLeenGroup.com
Business Size: SB, SDB, 8(a), WOSB, EDWOSB

Contract Number: 47QRAA18D002P

Contract Period: 24 December 2017 – 23 December 2022
(Price list current as of Modification #PS-A812 effective April 2020)

In accordance with 13 C.F.R 121.404, the Contractor is eligible to participate in any RFQ that is set aside for small business and/or 8(A).

For more information on ordering from Federal Supply Schedules, click on this link: http://www.gsa.gov/schedules-ordering.

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-drive database system. The INTERNET address for GSA Advantage! is: http://www.GSAAdvantage.gov
Table of Content

SECTION 1.- COMPANY and SOLUTIONS OVERVIEW ................................................................. 3
SECTION 2 – CUSTOMER INFORMATION .............................................................................. 5
SECTION 3 – PRICE LIST ....................................................................................................... 10
SECTION 1.- COMPANY and SOLUTIONS OVERVIEW

Company Overview Synopsis:
CeLeen is a professional services and information technology firm providing adaptive software and information system solutions, in complex enterprise operations, driving mission success through the application of knowledge and information. We enable organizations to conduct operations using both structured and un-structured data transforming it into well-orchestrated, collaborative, actionable Functional and IT Solutions. CeLeen combines both functional and technical design and development capabilities to rapidly engineer, re-engineer, model, and configure adaptive solutions interleaved with policy and governance execution. Our functional and technical solutions are delivered through a combination of eight core competencies: Software Integration; Mission Systems & SETA; Data Governance & Analytics; Geo Tech; Information & Process Engineering; Process Management; Business & Digital Transformation; and Training & Facilitation Services. CeLeen holds Socio-Economic certifications as an; 8(a), SDB, WOSB, EDWOSB.

➢ Software Integration
  ▪ Low Code Applications Development
  ▪ Legacy System Modernization
  ▪ Scenario & Requirements Testing
  ▪ Requirements Elicitation
  ▪ Systems Analysis
  ▪ LEAN Systems Engineering

➢ Mission Systems & SETA
  ▪ C4I Systems
  ▪ Advisory Services
  ▪ Technology Insertions

➢ Data Governance & Analytics
  ▪ Data Capture and Categorization
  ▪ Reference & Master Data Management
  ▪ Extraction, Cleansing, & Annotation
  ▪ Integration, Aggregation, & Representation
  ▪ Enterprise Modeling & Analysis
  ▪ Data Architectures

➢ Geo Tech
  ▪ ESRI Incorporated Data Architectures
  ▪ ArcGIS Incorporated Data Architectures
  ▪ Event Information Generation
  ▪ Integrated Process Analysis

➢ Information & Process Engineering
▪ Business Analysis
▪ Modeling & Simulation
  Re-engineering
▪ Continuous Process Improvement
▪ Knowledge Capture & Management
▪ Information Assurance

➢ Process Management
▪ Enterprise Governance & Compliance
▪ Risk Management Framework
▪ Business Process Management
▪ Business Intelligence
▪ Process Intelligence

➢ Business & Digital Transformation
▪ Smart Applications
▪ Robotic Process & Desktop Automation
▪ Digital Artifact Creation
▪ Adaptive Case Management
▪ AI & ML

➢ Training & Facilitation
▪ Strategic Planning
▪ Ideation
▪ Message Workshops
SECTION 2 – CUSTOMER INFORMATION

1.a Table of Awarded Special Item number(s)

<table>
<thead>
<tr>
<th>Large Category H</th>
<th>Sub Category H01</th>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>Business Administrative Services</td>
<td>541611</td>
<td>541611 Management &amp; Financial Consulting, Acquisition &amp; Grants Management Support, &amp; Business Program &amp; Project Management Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1.b Lowest Priced Model Number and Price for Each SIN: See attached Pricelist (Section 3)

1.c Labor Categories, Experience, Responsibility, & Education.

**Principal BPR Manager**

Minimum/General Experience: This position requires a minimum of eight years’ experience managing or performing process engineering & implementation activities such as designing and implementing process centric solutions using Business Process Management Systems and/or implementing Business Process Automation.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. May lead project teams and the facilitation of small and large groups in process improvement and reengineering activities. Key coordinator between multiple project teams and clients to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Analysts.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

**Business Analyst I**

Minimum/General Experience: This position requires a minimum of six years’ experience, of which at least four years must be specialized in business system functional analysis. Must possess sound functional knowledge of task order specific requirements and have experience in developing functional requirements for complex business processes and associated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks, processes, and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.
Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

**Business Analyst II**

Minimum/General Experience: This position requires a minimum of two years’ experience developing functional requirements for business process and associated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties may include activity and data modeling, developing modern business methods, identifying best practices or creating and assessing performance measurements. May provide group facilitation, interviewing, training or may provide additional forms of knowledge transfer. May be under the supervision and direction of a Business Analyst I or may work independently.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

**BPM Configuration Analyst**

Minimum/General Experience: This position requires five years of experience in the configuration and analysis of business and functional processes.

Functional Responsibilities: Applies subject matter knowledge to collect information and conduct high level analysis. May develop business assessments through design, development and modeling reviews. May support simulation, integration and configuration activities. May develop and/or review documentation of solutions and implementation configurations. May support resolution of problems related to business processes and functional client operations.

Minimum Education: A Bachelor’s degree from an accredited college or university in a computer science, information system, a physical science, engineering, business or life sciences.

**BPM Test Engineer**

Minimum/General Experience: This position requires a minimum of three years of experience in performing testing on the development and implementation of business process improvement solutions using a variety of information technology resources and applications.

Functional Responsibilities: Formulates and defines test solution scope and objectives. Prepares and documents organization’s current business process flows for testing. May also design, code and test functional components of process solutions. May provides technical support to software development teams. Works at the highest process level of all phases of applications, systems analysis and
programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced analysts/programmers/testers.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

**Senior Configuration Analyst**

Minimum/General Experience: This position requires a minimum of four years’ experience in configuring Business Process Management Systems using knowledge of business process automation and modeling software to complete process flow design objectives.

Functional Responsibilities: Applies a logical approach to the configuration, operation and maintenance of process based software solutions. Analyzes functional business applications and may support the design of graphical specifications for functional activities. May develop block diagrams and logic flow charts. May translate detailed descriptions into design-time models. May support testing and debugging of models to produce the required process flow. Prepares required documentation, including both program-level and user-level documentation. Enhances process configuration to reduce operating time or improve efficiency. May provide technical direction to programmers to ensure program deadlines are met.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

**Business Process Engineer II**

Minimum/General Experience: This position requires three years’ experience in process modeling and process simulation.

Functional Responsibilities: Skilled in modeling and simulation of functions, processes, and activities as related to a wide and varied range of customer operations. May provide supervision and guidance on the proper creation, operation and use of process models and the simulation of executing processes. May support live, constructive, or virtual training.

Minimum Education. Bachelor’s Degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics, or business/finance.

Education Substitution: A High School diploma, GED, or a professional certification along with 4 or more years of experience may be substituted for a Bachelor’s Degree. An Associate Degree and two or more years’ experience may be substituted for a Bachelor’s Degree.

2. **Maximum Order Limit:** $1,000,000
3. **Minimum Order Limit**: $100

4. **Geographic Coverage**: V – 48 States, DC

5. **Point(s) of Production**: Various CeLeen, LLC locations based on client requirements

6. **Discount from list prices or statement of new price**: Prices are net prices and include all discount and fees

7. **Quantity Discounts**: 1.0% for Task orders over $35K

8. **Prompt Payment Discounts**: 1% 10 days, Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. **Notification that Government Purchase Cards are accepted at or below 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**: N/A

11.a. **Time of Delivery**: Determined by the Ordering Agency

11.b **Expedited Delivery**: N/A

11.c **Overnight Delivery**: N/A

11.d. **Urgent Requirements**: Available upon request

12. **FOB**: Destination (deliverable items). Professional Services will be performed at the locations(s) identified by the ordering agency in the order.

13a **Ordering Address**:

CeLeen, LLC  
Attn: Charleen Hickey  
325 East Main Street  
Belleville, IL 62220-1609  
Phone: (618) 222 – 1600  
Fax: N/A  
e-mail: contact @celeengroup.com

13.b **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**:

CeLeen, LLC  
325 East Main Street  
Belleville, IL 62220-1609

15. **Warranty**: Standard Commercial Terms

16. **Export Packaging**: N/A
17. **Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase threshold):** Contact Contractor.

18. **Terms and Conditions of Rental, Maintenance and Repair Terms:** N/A

19. **Terms and Conditions – Installation:** N/A

20. **Terms and Conditions – Repair Parts:** N/A

20a. **Terms and Conditions – Other Services:** N/A

21. **List of Service and Distribution Points:** N/A

22. **List of Participating Dealers:** N/A

23. **Preventive Maintenance:** N/A

24b. **Section 508 Compliance:** The professional services offered by CeLeen under this schedule are technical, managerial and advisory services which are not generally considered Electronic and Information Technology (EIT) and which are not provided by the government to employees or to the public. Section 508 Compliance generally does not apply to these services. If these services are ordered in support of agency requirements relating to EIT applications, products and services provided to employees or to the public, then, CeLeen will address Section 508 Compliance requirements as set out in a Task Order or Statement of Work. The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

2.25 **Data Universal Numbering System (DUNS):** 966126869

2.26 **Notification Regarding Registration in System for Award Management (Sam) Database:** Registered
SECTION 3 – PRICE LIST

Labor Categories Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<tbody>
<tr>
<td>1</td>
<td>541611</td>
<td>Principal BPR Manager</td>
<td>Customer Facility</td>
<td>$117.94</td>
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<td>BPM Test Engineer</td>
<td>Customer Facility</td>
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<td>6</td>
<td>541611</td>
<td>Senior Configuration Analyst</td>
<td>Customer Facility</td>
<td>$144.62</td>
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<td>$144.62</td>
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</tbody>
</table>

Above prices include IFF.

Other Direct Costs and Open Market Items will be burdened with CeLeen’s applicable General & Administrative (G&A) Costs.

"The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award 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 CFR 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 wage determination number. Failure to do so may result in cancellation of the contract."