GENERAL SERVICES ADMINISTRATION (GSA)

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 are Available Through GSA Advantage™, a Menu-driven Database System.
INTERNET Address for GSA Advantage™ is: http://www.GSAAdvantage.gov

GSA Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
FSC/PSS Code R408
FSC/PSS Code R704
FSC/PSS Code U006

Current as of Modification #PS-A812 effective February 10, 2020

Contract Number: 47QRAA18D005G
Contract Period: Feb 22, 2018 to Feb 21, 2023

Avram Corporation
1125 NE 125 Street Suite 300
North Miami, Florida 33161
T 305-576-3777  F 305-357-2497  Toll-free 855-782-8726
www.avramcorporation.com

Contract Administration Source: Andrew Armano at aa@avramcorporation.com

Business Size:
8a and HUBZone-Certified Small Business
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
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<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
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<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>611512</td>
<td>Flight Training</td>
</tr>
<tr>
<td>000000</td>
<td>Order Level Materials (OLM)</td>
</tr>
</tbody>
</table>

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. See prices in paragraph 1a, above. These prices are for domestic and overseas delivery.

**Item Description(s) and Awarded Price(s)**:

<table>
<thead>
<tr>
<th>Labor Category Title</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
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<tr>
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</tr>
</tbody>
</table>

Prices include IFF

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
1c. The following are approved labor category descriptions showing corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

1. Program Manager 6

Minimum/General Experience: Must possess experience in planning, organizing, leading, and controlling the activities of multiple projects or large, very complex tasks. Must have experience in accessing, interpreting, and applying Government and industry standards, specifications, and handbooks to the unique requirements of a program or group of programs. Must have a minimum of 12 years’ experience as a program manager managing multiple projects or tasks simultaneously. Must have a minimum of 10 years’ experience supervising other personnel.

Functional Responsibility: Provides oversight and executive level management to overall contract operations usually involving highly complex multiple projects or tasks and groups of personnel at multiple geographical locations. Maintains and manages relationships with senior level management staff within the customer organization. Responsible for managing customer relationships including ensuring senior level management within the customer organization is aware of overall program status. Develops and manages highly complex program schedules and budgets. Prepares highly complex program plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisitions manpower resources, materials, and tools needed to complete programs. Responsible for managing multiple contract operations; ensuring quality standards and work performance on all task orders, projects, and plans; organizing and overseeing all work efforts; obtaining, assigning, and allocating resources; managing personnel; performing risk management; ensuring quality management; and generally monitoring overall project and contract performance.

Minimum Education: Master’s degree required in a related discipline.

2. Program Manager 5

Minimum/General Experience: Must possess experience in planning, organizing, leading, and controlling the activities of multiple projects or large, very complex tasks. Must have experience in accessing, interpreting, and applying Government and industry standards, specifications, and handbooks to the unique requirements of a program or group of programs. Must have a minimum of 10 years’ experience as a program manager managing multiple projects or tasks simultaneously. Must have a minimum of nine years’ experience supervising other personnel.

Functional Responsibility: Provides oversight and executive level management to overall contract operations usually involving very complex multiple projects or tasks and groups of personnel at multiple geographical locations. Maintains and manages relationships with senior level management within the customer organization. Responsible for managing customer relationships including ensuring senior level management within the customer organization is aware of overall program status. Develops and manages very complex program schedules and budgets. Prepares very complex program plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisitions manpower resources, materials, and tools needed to complete programs. Responsible for managing multiple contract operations; ensuring quality standards and work performance on all task orders, projects, and plans; organizing and overseeing all work efforts; obtaining, assigning, and allocating resources; managing personnel; performing risk management; ensuring quality management; and generally monitoring overall project and contract performance.

Minimum Education: Master’s degree required in a related discipline.

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### SCLS Applicable Labor Categories

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number/Revision #/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Specialist 3</td>
<td>0313 Secretary III</td>
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</tr>
<tr>
<td>Administrative Specialist 2</td>
<td>0313 Secretary II</td>
<td>2015-4281/4/123016</td>
</tr>
<tr>
<td>Administrative Specialist 1 (with Security Clearance)</td>
<td>0313 Secretary II</td>
<td>2015-4281/4/123016</td>
</tr>
<tr>
<td>Administrative Specialist 1</td>
<td>0313 Secretary I</td>
<td>2015-4281/4/123016</td>
</tr>
<tr>
<td>Technical Writer 1</td>
<td>30461 Technical Writer I</td>
<td>2015-4281/4/123016</td>
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</table>
3.  **Program Manager 4**

**Minimum/General Experience:** Must possess experience in planning, organizing, leading, and controlling the activities of multiple projects or large, very complex tasks. Must have experience in accessing, interpreting, and applying Government and industry standards, specifications, and handbooks to the unique requirements of a program or group of programs. Must have a minimum of eight years’ experience as a program manager managing multiple projects or tasks simultaneously. Must have a minimum of eight years’ experience supervising other personnel.

**Functional Responsibility:** Provides oversight and executive level management to overall contract operations frequently involving complex multiple projects or tasks and groups of personnel which may be at several geographical locations. Maintains and manages relationships with senior level management within the customer organization. Responsible for managing customer relationships including ensuring senior level management within the customer organization is aware of overall program status. Develops and manages program schedules and budgets. Prepares program plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisitions manpower resources, materials, and tools needed to complete programs. Responsible for managing multiple contract operations; ensuring quality standards and work performance on all task orders, projects, and plans; organizing and overseeing all work efforts; obtaining, assigning, and allocating resources; managing personnel; performing risk management; ensuring quality management; and generally monitoring overall project and contract performance.

**Minimum Education:** Bachelor’s degree in a related technical or management discipline. Master’s degree preferred.

4.  **Program Manager 3**

**Minimum/General Experience:** Must possess a minimum of six years’ experience managing a single task or project. Experience must be in general management or in fields such as transportation, aid, medical support or similar activities, preferably involving international activities. Experience must include developing and managing budgets. Must have at least three years’ experience supervising other personnel.

**Functional Responsibility:** Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Assigned as team leader on a complex task or project or those that will require significant interaction of various management disciplines. Provides administrative and technical direction to assigned project or task personnel. May lead interdisciplinary teams with responsibility for project performance. Coordinates with customer officials on the conduct of project or task activities. Presents status briefings and develops progress reports as required.

**Minimum Education:** Bachelor’s degree in a related technical or management discipline.

5.  **Program Manager 2**

**Minimum/General Experience:** Must possess experience in planning, organizing, leading, and controlling the activities of multiple projects or very large tasks. Must have experience in accessing, interpreting, and applying Government and industry standards, specifications, and handbooks to the unique requirements of a program or group of programs. Must have a minimum of four years’ experience as a program manager managing multiple projects or tasks simultaneously. Must have a minimum of four years’ experience supervising other personnel.

**Functional Responsibility:** Provides oversight and level management of contract operations that usually involve multiple projects or tasks and groups of personnel which may be dispersed within one geographical location. Maintains relationships with management staff within the customer organization. Responsible for managing customer relationships including ensuring management staff within the customer organization is aware of overall program status. Develops and manages program schedules and budgets. Prepares program plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisitions manpower resources, materials, and tools needed to complete programs. Responsible for managing multiple contract operations; ensuring quality standards and work performance on all task orders, projects, and plans; organizing and overseeing all work efforts; obtaining, assigning, and allocating resources; managing personnel; performing risk management; ensuring quality management; and generally monitoring overall project and contract performance.
Minimum Education: Bachelor’s degree in a related technical or management discipline.

6. **Program Manager 1**

**Minimum/General Experience:** Must possess experience in planning, organizing, leading, and controlling the activities of multiple projects or large tasks. Must have experience in accessing, interpreting, and applying Government and industry standards, specifications, and handbooks to the unique requirements of a program or group of programs. Must have a minimum of two years’ experience as a program manager managing multiple projects or tasks simultaneously. Must have a minimum of two years’ experience supervising other personnel.

**Functional Responsibility:** Provides oversight and management of contract operations that may involve multiple projects or tasks and groups of personnel located within one geographical location. May maintain and manage relationships with management staff within the customer organization. May manage customer relationships including ensuring staff within the customer organization is aware of overall program status. Develops and manages program schedules and budgets. Prepares program plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisitions manpower resources, materials, and tools needed to complete programs. Responsible for managing multiple contract operations; ensuring quality standards and work performance on all task orders, projects, and plans; organizing and overseeing all work efforts; obtaining, assigning, and allocating resources; managing personnel; performing risk management; ensuring quality management; and generally monitoring overall project and contract performance.

Minimum Education: Bachelor’s degree in a related technical or management discipline.

7. **Technical Consultant 1**

**Minimum/General Experience:** Experience qualifications will be determined on a case-by-case basis. Must have recognized expertise in a discipline such as management, aid, medical program support, program development, or international assistance. Individual must possess six years’ experience in a field related to the discipline being supported.

**Functional Responsibility:** Provides expert, independent services and leadership in highly specialized technical areas such as management, aid, medical program support, program development, or international assistance. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in all phases of a project including operational performance and resource management. May coordinate with contractor management and customer personnel to ensure that program or project objectives have been properly defined and that the solution will satisfy the customer’s requirement. Prepares management and technical analyses, reports, and deliverables, as required. Prepares and delivers technical briefings, as required.

Minimum Education: Bachelor's degree in a subject related to the project being supported or activities being performed.

8. **Epidemiologist 2**

**Minimum/General Experience:** Must have a minimum of six years’ experience as an epidemiologist working in support of public health management, research, analysis, or clinical support activities.

**Functional Responsibility:** May perform functions either in clinical work or in research studies. As a clinical epidemiologist will work mainly in health facilities such as hospitals and clinics and be involved in the education of the medical staff about infectious diseases. May support developing standards and protocols to prevent the spread of contagious diseases within the hospital or clinic grounds. As a research-oriented epidemiologist may work in the field or in laboratories studying diseases and helping to find ways to cure or prevent their spread and helping to implement the means and methods to cure and prevent the spread. Activities can include identifying and documenting best health practices, helping to create and assess health management performance measurements related to infectious diseases or helping develop and implement a plan or plans to do so. Provides related education to staff and others. Prepares reports, presentations, and project deliverables.

Minimum Education: A licensed doctor whose expertise or major is in infectious disease control or a Master’s degree in public health and safety, epidemiology, or any other related field with a background in community health.
9. **Epidemiologist 1**

**Minimum/General Experience:** Must have a minimum of four years’ experience as an epidemiologist working in support of public health management, research, analysis, or clinical support activities.

**Functional Responsibility:** Monitors and investigates known or suspected sources of infections and disease in order to determine the source and ensure control of diseases. Reviews sterilization and disinfection techniques and recommends changes as needed. Provides related education to staff and others. Prepares simple cultures as needed for environmental and individual studies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of related tasks.

**Minimum Education:** A licensed doctor whose expertise or major is in infectious disease control or a Master’s degree in public health and safety, epidemiology, or any other related field with a background in community health.

10. **Health Communications Specialist 1**

**Minimum/General Experience:** Must have a minimum of two years’ experience in health communications-related activities.

**Functional Responsibility:** Supports the planning, development and implementation of health communications activities to enhance the effectiveness and visibility of programs, technical assistance and outcomes. Participates in analysis of program data for communications purposes, works with customer staff to further communications objectives while providing writing, research and editorial assistance to ensure high quality, accurate, and effective technical reports and communications. May support strategic planning, monitor adherence to communications guidelines and policies, support staff development including awards, edit scientific documents and communications, and organize trainings for staff to improve their skills in health-related communications.

**Minimum Education:** Bachelor's degree in business, management, communications, English, or a related field.

11. **Public Health Advisor 1**

**Minimum/General Experience:** Has at least four years’ experience in public health policy, research, data analysis, evaluation, or health-related management. Has at least one-year experience providing public health advice to health or allied science professionals. One year of supervisory experience preferred.

**Functional Responsibility:** Performs public health-related policy analysis, research, program evaluation, or data analysis. Prepares draft and final written documents evaluating public health policies, programs, research, or data analysis. Assists other public health professionals in performing their responsibilities. May coordinate the activities of staff assigned to produce public health-related studies and analyses. Prepares and delivers briefings on public health-related topics as required.

**Minimum Education:** Bachelor’s degree in health or a directly related science.

12. **Project Coordinator 2**

**Minimum/General Experience:** Must have four years progressive project experience in a variety of specialized areas; demonstrated ability to coordinate small project teams; and excellent oral and written communications skills. Must have some supervisory or small team lead experience. Must have experience supporting a variety of project management activities and use of tools such as Excel, MS Project, and MS Power Point.

**Functional Responsibility:** Independently or while working closely with others coordinates aspects of a project, such as cost, schedule, deliverables, contractual compliance, or other project-related activities and is accountable for the quality and timely delivery of specified project deliverables. Responsible for the performance of assigned project tasks which may include coordinating the development and submission of progress reports, progress review briefing inputs, project deliverables, training of staff, and tracking of specified project activities. Maintains files and data on project activities.

**Minimum Education:** Bachelor’s degree in business, management, or a related field of study.
13. Technical Writer 1

**Minimum/General Experience:** Must have four years’ experience. Specialized experience must include experience in creating, editing, and proofreading documents, including both management-related and technical documents.

**Functional Responsibility:** Researches, writes, and edits materials for reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and other materials or documents. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. Edits, standardizes, or makes changes to material prepared by other project personnel. Edits special reports or any other customer deliverables and documents. May perform final quality assurance on all materials.

**Minimum Education:** Bachelor’s degree in English, communications, writing, or a related discipline is required.

14. Laboratory Advisor 1

**Minimum/General Experience:** Must have two years’ experience in a medical-related laboratory environment.

**Functional Responsibility:** Provides independent services and advisory assistance in specialized laboratory-related technical areas such as management, aid, medical program support, program development, program administration, international assistance or subject matter expertise. Provides expertise on an as-needed basis to all task assignments. Provides advice and assistance in all phases of a laboratory-related project including operational performance and resource management. Contributes to the planning, reviewing, and evaluation activities of laboratory-related activities. May support the establishment, implementation, and oversight of laboratory-related projects, objectives and goals. Prepares management and technical analyses, reports, and deliverables, as required. Prepares and delivers technical briefings.

**Minimum Education:** Associate degree in business, management, or a related field.

15. Administrative Assistant 3

**Minimum/General Experience:** Must have a minimum of six years’ experience performing a variety of clerical support functions. Should have experience maintaining schedules, performing word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions. Some supervisory experience preferred.

**Functional Responsibility:** Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. Frequently provides editing review and related support. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently. Prepares status reports on administrative activities performed. Required to use judgment and initiative in problem solving. May supervise other administrative personnel.

**Minimum Education:** Associate degree in history, English, or a related discipline.

16. Administrative Assistant 2

**Minimum/General Experience:** Must have four years’ experience performing a variety of clerical support functions. Should have experience developing and maintaining schedules, performing word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions.

**Functional Responsibility:** Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. May provide light editing support.
Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently. Required to use judgment and initiative in problem solving.

**Minimum Education:** High school degree required. Associate degree in history, English, or a related discipline is preferred.

17. **Administrative Assistant 1**
(Security Clearance Required)

**Minimum/General Experience:** Must have two years’ experience performing a variety of clerical support functions. Must have experience working in an environment with classified material. Should have experience maintaining schedules, performing word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions.

**Functional Responsibility:** Deals administratively with classified material on a regular basis. Helps maintain project, team, and individual schedules of activities. Provides support to classified and unclassified meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final classified and unclassified correspondence, documents, briefings and other materials using tools such as MS Word and MS Power Point. Performs a wide variety of routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies, and making travel arrangements. Required to use some judgment and initiative in performing daily work activities, especially as it relates to the handling of classified material.

**Minimum Education:** High school degree required.

18. **Administrative Assistant 1**

**Minimum/General Experience:** Must have two years’ experience performing a variety of clerical support functions. Should have experience maintaining schedules, performing word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions.

**Functional Responsibility:** Helps maintain project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops rough drafts of correspondence, documents, briefings and other materials using tools such as MS Word and MS Power Point. Performs a wide variety of routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies, and making travel arrangements. Required to use minimum judgment and initiative in performing daily work activities.

**Minimum Education:** High school degree required.

**EXPERIENCE & DEGREE SUBSTITUTION**
The above describes the functional responsibilities, experience requirements, and minimum educational requirements for each labor category. Experience may be substituted for educational requirements for each labor category above as described below.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Education/Experience Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td>Two years of additional relevant experience</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Associate degree plus two years’ additional relevant experience or four years additional relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelor’s degree plus two years’ additional relevant experience or Associate’s degree plus four years additional relevant experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s degree plus two years additional relevant experience or Bachelor’s degree plus four years additional relevant experience</td>
</tr>
</tbody>
</table>
2. Maximum order. $1,000,000.00
3. Minimum order. $100.00
4. Geographic coverage (delivery area). Domestic and Overseas Delivery.
5. Point(s) of production (city, county, and State or foreign country). Same as Avram address.
6. Discount from list prices or statement of net price. Government net prices (discounts already deducted)
7. Quantity discounts. 1% discount on all orders above $500,000.00
8. Prompt payment terms. 1% discount on invoices paid net 10. 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. Accepted
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Avram will accept over the micro-purchase threshold
10. Foreign items (list items by country of origin). None
11. Delivery.
11b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Avram.
11c. Overnight and 2-day delivery. Overnight delivery is not available. Two-day delivery is not available.
11d. Urgent Requirements. Under Clause I-FSS-140-B, Urgent Requirements, agencies can contact Avram to discuss delivery.
12. F.O.B. point(s). Destination
13a. Ordering address. 1125 NE 125 Street Suite 300
                                North Miami, Florida 33161
                                T 305-576-3777  F 305-357-2497  Toll-free 855-782-8726
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: Same as 13a
15. Warranty provision. No warranty.
16. Export packing charges, if applicable. Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
   Contact Avram

18. Terms and conditions of rental, maintenance, and repair. Not applicable

19. Terms and conditions of installation. Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices. Not applicable

20a. Terms and conditions for any other services. Not applicable

21. List of service and distribution points. Not applicable

22. List of participating dealers. Not applicable

23. Preventive maintenance. Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable

24b. Section 508 compliance information. Not applicable.

25. Data Universal Number System (DUNS) number. 058589602

26. Notification regarding registration in the System for Award Management (SAM) database.
   Avram Corporation is registered in the sam.gov database