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. The INTERNET address GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services

F2 SOLUTIONS, LLC
1401 Mercantile Lane, Suite 401
Largo, Maryland 20774
http://www.f2solutions.com
p/301-850-6000

Contract No.: 47QRAA18D005S
Contract Period: March 1, 2018 - February 28, 2023
Pricelist is current as of GSA MOD PA-0006 effective December 22, 2020

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Business Size: Small Business

POC Information: Lynn Leeks
President & CEO
Office: 301-850-0550
Email: lynn.leeks@f2solutions.com
CUSTOMER INFORMATION

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

   541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
   OLM Order Level Materials

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.

   See price list

1c. Contractor is proposing hourly rates professional services. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services along with awarded pricing is included.

   See price list

2. MAXIMUM ORDER: $1,000,000.00

3. MINIMUM ORDER: $100

4. GEOGRAPHIC SCOPE OF CONTRACT: Domestic Only

5. POINT OF PRODUCTION: Not applicable

6. DISCOUNT FROM LIST PRICES: Government Net Prices (discounts already deducted.)

7. QUANTITY DISCOUNTS: None

8. PROMPT PAYMENT DISCOUNT: Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: Not applicable

10a. TIME OF DELIVERY: As specified in individual order
10b. EXPEDITED DELIVERY: **As specified in individual order**

10c. OVERNIGHT AND 2-DAY DELIVERY: **As specified in individual order**

10d. URGENT REQUIREMENTS: **As specified in individual order**

11. F.O.B POINTS: Destination within the 48 contiguous States and the District of Columbia

12a. ORDERING ADDRESS: **Same as Contractor’s address**

12b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA) are found in FAR 8.405-3

13. PAYMENT ADDRESS: **Same as Contractor’s address**

14. WARRANTY PROVISION: N/A

15. EXPORT PACKING CHARGES: N/A

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N/A

17. TERMS AND CONDITIONS OF INSTALLATION: N/A

18. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: N/A

19. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A

20. LIST OF SERVICE AND DISTRIBUTION POINTS: N/A

21. LIST OF PARTICIPATING DEALERS: N/A

22. PREVENTATIVE MAINTENANCE: N/A

23a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS): N/A
23b. 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. contractor’s website or other location.) The EIT standards can be found at: [www.section508.gov/](http://www.section508.gov/). N/A

24. Data Universal Number System (DUNS) number: **83-320-5672**

25. Notification regarding registration in system for acquisition management (SAM): F2 Solutions, LLC is registered in SAM
LABOR CATEGORY DESCRIPTIONS FOR PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>Title: Corporate Monitor/Oversight</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 12 years</td>
<td></td>
</tr>
<tr>
<td><strong>Duties:</strong> Coordinates multiple work streams and programs; oversees the work of the program managers and/or multiple engagements; applies experience in process analysis and redesign, financial management, risk management, performance measurement and management, and strategy to the most complex and complicated projects.</td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Masters Degree</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title: Project Director</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 10 years</td>
<td></td>
</tr>
<tr>
<td><strong>Duties:</strong> Works under corporate supervision to oversee and direct the administration of multiple projects and subordinate staff over singular or multiple contracts. Takes lead role in planning, developing, implementing, and evaluating policies and procedures. Provides a range of managerial duties including setting goals and objectives for projects and staff, establishing performance requirements and standards; and performing fiscal management, such as budget and program cost oversight, as well as management of overall program operations.</td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelors Degree</td>
<td></td>
</tr>
</tbody>
</table>
### Title: Program Manager

**Minimum/General Experience:** 7 years

**Duties:** Serves as a primary point of contact for federal program staff and provides management support to onsite and/or offsite personnel. Consults regularly with clients to ensure project activities are in compliance with stated contract requirements and goals. Participates in the development of Standard Operating Procedures and infrastructure support systems. Develops comprehensive project plans and timelines to achieve stated results. Ensures confidentiality and security of all grant-related documentation and application data; and establishes appropriate control procedures. Provides staff training and development; and coordinates with other departments, contractors, and support teams as needed.

**Minimum Education:** Bachelors Degree

### Title: Operations Supervisor

**Minimum/General Experience:** 5 years

**Duties:** Accomplish departmental objectives, including but not limited to, call center operations, applicant technical support, and grant application management services. Support staff recruitment, training and oversight. Support Project Director in day-to-day Operations Center/Call Center Management. Provide supervision to the Operations staff in completion of day-to-day tasks to support Federal contracts. Responsible for developing schedules; assigning and monitoring work; gathering resources; implementing productivity standards; resolving operations problems; maintaining reference manuals; implementing new procedures; and managing work plans for Operations Center. Provides quality service by enforcing quality and customer service standards; and ensures contract compliance by partnering with the designated Program Manager to ensure requirements, standards of performance and expectations are clearly defined. Utilizes internal and external grants management systems to support operational tasks.

**Minimum Education:** Bachelors Degree
### Title: Project Specialist

**Minimum/General Experience:** 4 years

**Duties:** Accomplish departmental objectives, including but not limited to, call center operations, applicant technical support, and grant application management services. Support staff recruitment, training and oversight. Support Project Director in day-to-day Operations Center/Call Center Management. Provide supervision to the Operations staff in completion of day-to-day tasks to support Federal contracts. Responsible for developing schedules; assigning and monitoring work; gathering resources; implementing productivity standards; resolving operations problems; maintaining reference manuals; implementing new procedures; and managing work plans for Operations Center. Provides quality service by enforcing quality and customer service standards; and ensures contract compliance by partnering with the designated Program Manager to ensure requirements, standards of performance and expectations are clearly defined. Utilizes internal and external grants management systems to support operational tasks.

**Minimum Education:** Bachelors Degree

### Title: Program Specialist

**Minimum/General Experience:** 3 years

**Duties:** Provide overall administrative and program support for the successful execution of grant reviews. Perform routine assignments associated with grant review logistics and reviewer technical assistance. Assist in the recruitment of reviewers and manage reviewer communication processes using Standard Operating Procedures. Monitor and respond to reviewer technical assistance inquiries. Provide program support as required, including client meetings and Grantee communication. Monitors Federal grantees and collaborates with team members, external organizations, Federal departments, and the general public. Serve as the focal point, coordinator, and expert advisor to assigned grantees to ensure interpretation and implementation of language, policy provisions and other requirements. Develop written communications/technical reports, and responds to inquiries regarding the program and Federal collaborative effort. Provides written materials for special events to heighten awareness of Programs, to include information on implementation, data collection and evaluation efforts.

**Minimum Education:** Associates Degree
### Title: Project Admin

**Minimum/General Experience:** 2 years

**Duties:** Responsible for performing a wide range of diverse tasks, from administrative and office support to special projects. Duties include answering incoming calls, greeting visitors, assisting with monthly invoicing, ordering and maintaining office supply stock, assisting with data entry assignments, booking travel, file management, and participating on special projects.

**Minimum Education:** Associates Degree

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### Title: Grant Technology Specialist

**Minimum/General Experience:** 4 years

**Duties:** Provide technical and programmatic support for one or more grant reviews. Work closely with the team on a variety of technology products, from their design to regular repair and upkeep. They generally provide their services as-needed regarding software, hardware and databases. Create databases and programs for documentation that maintains or organizes grant files to support oversight of system grants. Interprets program requirements, identifies problem areas, and identifies process improvement opportunities.

**Minimum Education:** Bachelors Degree

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### Title: Grant Specialist

**Minimum/General Experience:** 2 years

**Duties:** Provide technical and programmatic support for one or more grant reviews. Participates in the planning and execution of all aspects of grant peer reviews – including reviewer recruitment and application management functions. Coordinates logistical activities between reviewers and Federal staff. Coordinates client-required web-based training sessions and oversees training activities as necessary. Provides technical assistance to grantees and/or reviewers and supports data entry functions. Performs screening functions associated with funding submissions (applications) consistent with established criteria. Interprets program requirements, identifies problem areas, and identifies process improvement opportunities.

**Minimum Education:** Bachelors Degree
### Title: Grant Coordinator

**Minimum/General Experience:** 2 years

**Duties:** Responsible for assisting the Manager with handling existing and new grants by: appropriate data research, assisting with writing grant applications, tracking grants, implementing internal reporting systems, writing reports, maintaining excellent historical records, and assisting with dissemination of grant award details to staff. Provides administrative and program management support to staff members, including tracking contract deliverable due dates, following up with internal and external business partners to ensure timely submission of contract vouchers, and reviewing voucher backup documentation as needed. Tracks and ensures all grant requirements are being met, all deliverables are developed and submitted, and that all external business partners are accountable for project deliverables and outcomes. Coordinates all related program meetings, such as quarterly and ad hoc meetings to elicit program updates, provides guidance, monitors grant spend down, as well as identifies issues and next steps.

**Minimum Education:** Bachelors Degree

### Title: Grant Technician

**Minimum/General Experience:** 2 years

**Duties:** Processes all grants documentation and maintains and organizes grant files to support the department in the oversight of system grants. Processes all incoming grant submissions to the department; tracks and documents internal review of grant documents; supports the maintenance of grant records to provide timely and accurate grant status reports to a variety of stakeholders; and archives and destroys grant documentation in accordance with the terms and conditions of the grant.

**Minimum Education:** Associates Degree
**Title: Communications Specialist**

**Minimum/General Experience:** 6 years

**Duties:** Executes public awareness/social marketing campaigns, including marketing/new concepts, community-building efforts and promotions. Leads the process of identifying opportunities that will promote growth on social media sites. Establishes new and maintains existing social media relationships by proactively engaging in discussions surrounding key topics. Reviews all social media outlets: pages, sites, blogs, etc. on daily basis and post/respond on particular topics or in response to other posts/comments. Recommends and applies relevant social media techniques, processes and tools to improve overall results and efficiency. Develops internet content and recommends new social media tools, sites, and apps as part of the social media mix. Provides written materials, including fact sheets, articles, and reports. Collaborates with Federal staff and agencies and contractors on the development and implementation of communication plans. actively in image positioning initiatives to includes items such as designing new logos, taglines and branding. Coordinate and/or participate in high visibility media events.

**Minimum Education:** Bachelors Degree

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**Title: Logistics Coordinator/Meeting Planner**

**Minimum/General Experience:** 5 years

**Duties:** Plan and execute all aspects of conferences, meetings, webinars and events. Coordinate logistical activities for participants and Federal staff including travel, hotel arrangements and processing honoraria and expense reimbursement forms. Provide support for using social media platforms (Twitter and Instagram). Support data entry functions and interpret program requirements. Regularly discuss with team managers and clients all issues to affect quality control. Coordinate and provide webinar support for Grants Management team.

**Minimum Education:** Bachelors Degree
### Title: Technical Writer/Editor

**Minimum/General Experience:** 3 years

**Duties:** Develops, writes, revises, and edits reports, articles, manuals, white papers, presentations, conference proceedings, and other technical documents. Performs internet research as needed to validate content. Follows publishing guidelines and templates as required.

**Minimum Education:** Bachelors Degree

### Title: Administrative Assistant

**Minimum/General Experience:** 3 years

**Duties:** Provides administrative support, including answering phones, responding to emails, taking dictation, data entry, authoring memos, preparing presentations, conducting internet research, generating reports, and preparing/reviewing expense reports. May attend meetings and serve as note taker.

**Minimum Education:** Bachelors Degree

### Title: IT Support Technician

**Minimum/General Experience:** 3 years

**Duties:** Provide a single point of contact for end users to receive support and maintenance within the organization’s desktop computing environment. This includes installing, diagnosing, repairing, maintaining, and upgrading all PC hardware and equipment to ensure optimal workstation performance. Troubleshoot problem areas (in person, by telephone, or via e-mail) in a timely and accurate fashion, and provide end-user assistance where required. Conduct research on desktop products in support of PC procurement and development efforts. Perform onsite analysis, diagnosis, and resolution of complex desktop problems for end users, and recommend and implement corrective solutions, including offsite repair for remote users as needed. Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels. Assess the need for and implement performance upgrades to PC boxes.

**Minimum Education:** Bachelors Degree
### Title: Web Programmer

**Minimum/General Experience:** 4 years

**Duties:** Responsible for the coding, innovative design, and layout of websites. Responsibilities include building client and corporate websites from concept through completion from the bottom up, fashioning everything from the home page to the site layout and function. Troubleshoot and diagnose problems and use network diagnostic and network analytics tools.

**Minimum Education:** Masters Degree

### Title: Subject Matter Expert (SME)

**Minimum/General Experience:** 10 years

**Duties:** Serves as the definitive source of knowledge, technique, or expertise in a specific subject area, i.e. business management, information technology, software development, grant management, finance and accounting, human resources. Function as the company’s ambassador for his/her knowledge area, and applies expertise to support the company’s vision and strategic direction. Performs expert-level systems or process development and design work that may include logic design, I/O design, analysis and design, and systems engineering. Develops technical roadmaps for future implementations. Develops business case analyses on potential projects. Provides guidance and work leadership to less- experienced staff and may have supervisory responsibilities. Serves as primary liaison with senior clients, participating in meetings to ensure client needs are met.

**Minimum Education:** Masters Degree
### Experience Substitutions

<table>
<thead>
<tr>
<th>Experience</th>
<th>Equivalent Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S. Diploma + 4 years additional</td>
<td>Bachelors Degree</td>
</tr>
<tr>
<td>Associates Degree + 2 years</td>
<td>Bachelors Degree</td>
</tr>
<tr>
<td>Bachelors Degree + 2 years</td>
<td>Masters Degree</td>
</tr>
<tr>
<td>Masters Degree + 3 years</td>
<td>Ph.D</td>
</tr>
</tbody>
</table>

### Education Substitutions:

A Ph.D. may be substituted for 3 years of required experience with a Masters Degree or 5 years with a Bachelors Degree.

A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.

A Bachelors Degree may be substituted for 2 years of required experience with an Associates Degree.

An Associates Degree may be substituted for 2 years of required experience with a H.S. Diploma.
## Service Contract Labor Standards Statement

The Service Contract Labor Standards, formerly the Service Contract Labor Standards (SCLS), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist 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).

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Corporate Monitor/Oversight</td>
<td>$170.52</td>
<td>$173.42</td>
<td>$176.37</td>
<td>$179.37</td>
<td>$182.42</td>
</tr>
<tr>
<td>541611</td>
<td>Project Director</td>
<td>$146.38</td>
<td>$148.87</td>
<td>$151.40</td>
<td>$153.97</td>
<td>$156.59</td>
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<tr>
<td>541611</td>
<td>Program Manager</td>
<td>$115.94</td>
<td>$117.91</td>
<td>$119.91</td>
<td>$121.95</td>
<td>$124.03</td>
</tr>
<tr>
<td>541611</td>
<td>Operations Supervisor</td>
<td>$72.71</td>
<td>$73.94</td>
<td>$75.20</td>
<td>$76.48</td>
<td>$77.78</td>
</tr>
<tr>
<td>541611</td>
<td>Project Specialist</td>
<td>$69.57</td>
<td>$70.75</td>
<td>$71.96</td>
<td>$73.18</td>
<td>$74.42</td>
</tr>
<tr>
<td>541611</td>
<td>Program Specialist</td>
<td>$76.09</td>
<td>$77.39</td>
<td>$78.70</td>
<td>$80.04</td>
<td>$81.40</td>
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<tr>
<td>541611</td>
<td>Project Admin</td>
<td>$51.93</td>
<td>$52.81</td>
<td>$53.71</td>
<td>$54.62</td>
<td>$55.55</td>
</tr>
<tr>
<td>541611</td>
<td>Grant Technology Specialist</td>
<td>$73.22</td>
<td>$74.46</td>
<td>$75.73</td>
<td>$77.02</td>
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</tr>
<tr>
<td>541611</td>
<td>Grants Specialist</td>
<td>$63.43</td>
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</tr>
<tr>
<td>541611</td>
<td>Grants Coordinator</td>
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<td>$54.25</td>
<td>$55.17</td>
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</tr>
<tr>
<td>541611</td>
<td>Grants Technician</td>
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<td>$43.07</td>
<td>$43.80</td>
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</tr>
<tr>
<td>541611</td>
<td>Communications Specialist</td>
<td>$75.61</td>
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</tr>
<tr>
<td>541611</td>
<td>Logistics Coordinator/Meeting Planner</td>
<td>$70.56</td>
<td>$71.76</td>
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<td>$74.22</td>
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</tr>
<tr>
<td>541611</td>
<td>Technical Writer/Editor**</td>
<td>$58.15</td>
<td>$59.14</td>
<td>$60.15</td>
<td>$61.17</td>
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<tr>
<td>541611</td>
<td>Administrative Assistant**</td>
<td>$67.86</td>
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</tr>
<tr>
<td>541611</td>
<td>IT Support Technician</td>
<td>$69.57</td>
<td>$70.75</td>
<td>$71.96</td>
<td>$73.18</td>
<td>$74.42</td>
</tr>
<tr>
<td>541611</td>
<td>Web Developer</td>
<td>$94.13</td>
<td>$95.73</td>
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</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert (SME) I</td>
<td>$124.06</td>
<td>$126.17</td>
<td>$128.32</td>
<td>$130.50</td>
<td>$132.72</td>
</tr>
</tbody>
</table>

### SCLS Eligible Labor Category

- **Technical Writer/Editor**
  - SCLS Equivalent Code Title: 30461 Technical Writer
  - Wage Determination No: 2015-4281

- **Administrative/Project Assistant**
  - SCLS Equivalent Code Title: 01020 Administrative Asst.
  - Wage Determination No: 2015-4281