



APPROVED

**General Services Administration
Federal Acquisition Service
Professional Services Schedule Pricelist
Logistics Solutions**

47QRAA18D006G

Federal Supply Group: 00CORP
Business Size: Small Business
Pricelist current through award of GSA Multiple Award Schedule, dated 3/17/2018

**FEDERAL SUPPLY SERVICE
PROFESSIONAL SERVICES SCHEDULE**

General Description

TENICA and Associates, LLC was founded in 2008 and is based in Chantilly, Virginia. TENICA provides professional services and logistics support—including requirement identification and requisitioning, supply chain management, lifecycle management, property accountability and disposal, packaging, handling, storage, and transportation support—to government agencies and commercial clients.

Contract Number: 47QRAA18D006G

Period Covered by Contract: March 17, 2018 through March 16, 2023

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

**General Services Administration
Federal Supply Service**

Online 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. Agencies can access GSA *Advantage!* via the Internet at <http://www.GSAAdvantage.gov>.

TABLE OF CONTENTS

1. CUSTOMER INFORMATION 1
2. APPROVED GSA SCHEDULE PRICELIST 7

1. CUSTOMER INFORMATION

1. Special Item Numbers (SIN):

- a. Table of awarded SINs

SIN	Products/Services
874 501	Supply and Value Chain Management
874 503	Distribution and Transportation Logistics Services
874 504	Operations and Maintenance Logistics Management and Support Services

- b. Prices shown in the pricelist are net.
- c. A description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who perform services is provided starting on page 4.

2. **Maximum Order:** \$1,000,000.00

3. **Minimum Order:** \$100.00

4. **Geographic Coverage:** Domestic US delivery.

5. **Production Point:** Chantilly, Virginia – Fairfax County.

6. **Discounts:**

- a. Quantity – None
- b. Dollar Volume – None.

7. **Quantity Discounts:** Not Applicable

8. **Prompt Payment:** 0% - Net 30

9. **The Service Contract Act (SCA):** The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Shuttle Bus Driver	31290	2007-0134 R12 (12-26-17)

10. **Government Purchase Cards:**

- a. Credit cards are acceptable for payment equal to or less than the micro-purchase threshold for oral or written delivery orders.
- b. Credit cards are acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

11. **Foreign Items:** Not applicable.

12. **Delivery Schedule:**

- a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Numbers

SINs 874 501, 874 503, and
874 504

Delivery Time (Days ARO)

TBD between TENICA and the
ordering activity

- b. **EXPEDITED DELIVERY:** As negotiated between TENICA and ordering activity.
- c. **OVERNIGHT and TWO-DAY DELIVERY:** As negotiated between TENICA and ordering activity.
- d. **URGENT REQUIREMENTS:** As negotiated between TENICA and ordering activity.

13. **FOB:** Destination

14. **Ordering Information**

- a. Agencies should address all orders to the following address:

TENICA and Associates, LLC
14900 Conference Center Drive, Ste. 280
Chantilly, Virginia 20151

- b. For supplies and services, the order procedures, information on Blanket Purchase Agreements (BPA) are found in Federal Acquisition Regulation (FAR) 8.405-3.

15. **Payment Information:**

- a. Agencies should address all payments to the following address:

TENICA and Associates, LLC
14900 Conference Center Drive, Ste. 280
Chantilly, Virginia 20151

b. The contact information to obtain technical and/or ordering assistance is:

703.955.7770
GSAinfo@TENICA.biz

16. **Warranty Provision:** Workmanlike Manner.
17. **Statement Concerning Availability of Export Packing:** Not applicable.
18. **Terms and Conditions of Government Purchase Card Acceptance Above the Micropurchase Threshold:** Not applicable.
19. **Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable.
20. **Terms and Conditions of Installation:** Not applicable.
21. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices:** Not applicable.
22. **Terms and Conditions for Any Other Services:** Not applicable.
23. **Service and Distribution Points:** Not applicable.
24. **Participating Dealers:** Not applicable.
25. **Preventive Maintenance:** Not applicable.
26. **Environmental Attributes:** None
27. **Section 508 Compliance:** Not applicable.

The EIT standard can be found at: <http://www.section508.gov/>.

28. **Data Universal Numbering System (DUNS) Number:** 828039789
29. Contractor **HAS** registered with the System for Award Management (SAM).

30. Description of Labor Categories

Job Titles	Functional Responsibilities	Minimum Education and Experience
Dispatcher Supervisor	<p>Supervises regional division activities. Manages labor to maximize productivity. Ensures that the work area is properly organized for efficiency. Schedules and controls employees to meet daily dispatch requirements. Ensures compliance with customer quality standards. Ensures on-time and accurate delivery of all load tenders. Conducts daily inspection reports and schedules equipment repairs as needed. Documents and follows up on all processes in order to implement improvements. Conducts daily manpower planning and adjust as necessary to ensure efficient allocation of labor. Guides, motivates and develops the division employees to enhance effectiveness of the team. Plans, implements and controls the cost budget; and initiates corrective actions in case of deviations. Monitors and ensures compliance with all government regulatory agencies standards, including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT).</p>	<p>Associates' degree, 6 years' experience</p>
Driver	<p>Provides transportation services required for government personnel, packages, parcels, burn materials and boxes between various locations. Ensures the vehicles are clean and comfortable for their passengers. Presents and conducts him/herself in a professional manner at all times and maintains a professional appearance. Drivers must adhere to the required dress code. Arrives with the appropriate vehicle at the passenger's originating location no less than ten minutes prior to the scheduled departure time, with the ultimate goal of having the passenger at their destination ahead of their scheduled meeting time. Performs daily inspection of the interior and exterior of the vehicles prior to their first assignment and again at the end of their shift. Must fully qualified, physically able to perform the work required. Provides services Monday through Friday, between the hours of 7:00 a.m. and 8:00 p.m. Must be proficient in English language communication. Must have a very good working knowledge of the streets and locations in the area required to be served.</p>	<p>High School degree, SECRET Clearance required, 3 years as a Limousine or Bus Driver</p>
Logistics Management Specialist	<p>The candidate is tasked with maintaining the "Supply Store and/or Warehouse." The candidate must possess strong analytical and problem-solving skills, a strong attention to detail, excellent work standards, planning/organization and follow-up skills and strong interpersonal and communication skills. Duties: Assist with material management actions; update material management records; maintain asset visibility and equipment redistribution. Prepares and submits reports; assist with inventories; assist the inventory teams with redistribution, turn-ins and other related tasks. Responsibilities include: Open purchasing and procurement; shipping and receiving; and inventory management. Issues equipment, repairs parts, tools, consumable items (paper, pens, toilet paper, batteries, etc.), hazardous materials or anything else obtained through the supply system. Manages inventories and issuance of repair parts and of general supplies and specialized supplies. Is responsible for open-purchase, inventory, screening, procuring, receiving, storing and issuing other related items and materials. The candidate utilizes financial accounting and database systems to perform inventory and financial management functions. Additionally, sorts and distributes all official and personal mail, manages money orders and stamp inventories, and maintain financial and inventory reports. Reports to the Site Lead or Program Manager.</p>	<p>Bachelor's degree, 6 years' experience</p>

Job Titles	Functional Responsibilities	Minimum Education and Experience
Logistics Support Specialist I	<p>Performs specialized duties to support logistics operations and technical support functions to facilitate organizational objectives and daily operations. The work required is performed with a high degree of independence. The candidate must be knowledgeable of and can apply physical security and accountability measures to ensure 100 percent accountability of assets. The candidate must possess demonstrated knowledge of logistics handling procedures to include the receipt, storage, packing issue and transfer of property and material. The candidate must also can utilize relevant logistics information support systems. Must pass a physical exam and be capable of lifting 65 pounds. Additional duties include but is not limited to: Assisting in maintaining strict enforcement of the physical security related to task performed; ensures accountability is maintained at all times. Ensures proper storage of all property and material. Duties involve the receipt, storage, pacing, issue and transfer of items and associated equipment from the customer. Prepares orders by processing requests and supply orders; pulling materials; packing boxes; and placing orders in the delivery area. Maintains quality service by following organization standards. Makes recommendations to the customer to improve management, maintenance and accountability procedures.</p>	Associates' degree, 3 years' experience
Logistics Support Specialist II	<p>Performs specialized duties to support logistics operations and technical support functions to facilitate organizational objectives and daily operations. The work required is performed with a high degree of independence. The candidate must be knowledgeable of and can apply physical security and accountability measures to ensure 100 percent accountability of assets. The candidate must possess demonstrated knowledge of logistics handling procedures to include the receipt, storage, packing issue and transfer of property and material. The candidate must also have the ability to utilize relevant logistics information support systems. Must pass a physical exam and be capable of lifting 65 pounds. Additional duties include but is not limited to: Assisting in maintaining strict enforcement of the physical security related to task performed; ensures accountability is maintained at all times. Ensures proper storage of all property and material. Duties involve the receipt, storage, pacing, issue and transfer of items and associated equipment from the customer. Prepares orders by processing requests and supply orders; pulling materials; packing boxes; and placing orders in the delivery area. Completes reports by entering required information. Maintains technical knowledge by attending educational workshops; reviewing publications. Maintains quality service by following organization standards. Makes recommendations to the customer to improve management, maintenance and accountability procedures.</p>	Bachelor's degree, 4 years' experience

Job Titles	Functional Responsibilities	Minimum Education and Experience
Program Manager	Supports business objectives of the company by aligning Program Management activities with the customer’s mission. Responsible for maintaining customer relationships and understanding expectations. Serves as the Single Point of Contact (POC). The candidate will be responsible for working with the Program Management Team (PMT) on the implementation of processes, tools, training, best practices and lessons learned to continuously improve and grow and to ensure customer satisfaction. Plans program activities, develops schedules and oversees all task. Responsible for the supervision and management of personnel and supervision of staff serving on the project. Responsible for Staffing, Planning, Performance Management and all Deliverables. Responsible for Quality Assurance (QA) and Quality Control (QC), Promoting Process Improvement, Strategic Planning, compiling accurate and timely logs, records, reports, and other duties as assigned. Accomplishes Human Resources (HR) objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees. Communicates job expectations; plans, monitors, appraises and reviews the quality of work performed. Takes corrective action when needed. Enforces policies and procedures. Maintains employee morale.	Masters’ degree, 8 years’ experience

Education and Experience Equivalents / Substitution Guide	
General equivalency guidelines for education, certifications, and experience are provided below.	
Required Experience or Degree or Relevant Certification	Equivalent Experience or Degree
1 year specialized experience	3 years’ general professional experience
Associate’s degree	1.5 years’ specialized experience
Bachelor’s degree	3 years’ specialized experience
Master’s degree	5 years’ specialized experience

2. APPROVED GSA SCHEDULE PRICELIST

SIN(s)	Job Title	Base Year 1 Ending 3-16-19	Base Year 2 from 3-17-19 to 3-16-20	Base Year 3 from 3-17-20 to 3-16-21	Base Year 4 from 3-17-21 to 3-16-22	Base Year 5 from 3-17-22 to 3-16-23
874 503	Supervisory Dispatch	\$66.33	\$68.32	\$70.37	\$72.48	\$74.65
874 503	Driver *	\$46.55	\$47.95	\$49.39	\$50.87	\$52.40
874 501, 874 503 & 874 504	Logistics Support Specialist II	\$63.47	\$65.37	\$67.34	\$69.36	\$71.44
874 503 & 874 504	Logistics Management Specialist	\$74.51	\$76.75	\$79.05	\$81.42	\$83.86
874 501 & 874 504	Logistics Support Specialist I	\$56.32	\$58.01	\$59.75	\$61.54	\$63.39
874 501 & 874 504	Program Manager	\$100.95	\$103.98	\$107.10	\$110.31	\$113.62

* Subject to the Service Contract Act