

GENERAL SERVICES ADMINISTRATION

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

Schedule for - Professional Services Schedule (PSS)

Federal Supply Group: PSS Class:

Contract Number: 47QRAA18D007X

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

Contract Period: 04/18/2018 through 04/17/2023

Contractor: HOSTED RECORDS INC.
6551 LOISDALE COURT SUITE 250,
SPRINGFIELD, VA 21150 1802

Business Size: Small Disadvantaged
Economically Disadvantaged Woman Owned Business
HUBZONE

Telephone: 571-274-9800
FAX Number: 866-658-7763
Web Site: <http://www.hostedrecords.com>
E-mail: abell@hostedrecords.net
Contract Administration: Adrian Bell

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

1b. Identification of the lowest priced labor category for the special item number awarded in the contract.

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. See below.

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

3. Minimum Order: \$100.00

4. **Geographic Coverage (delivery Area):** Domestic and Overseas
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). See below.
7. **Quantity discounts:** 2% off each task order exceeding \$150,000; 3% off each task order exceeding \$250,000.00 and; 5% off each task order valued more than \$500,000
8. **Prompt payment terms:** 1% off each invoice processed with 20 days NET 30 days.
- 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 over \$3,000
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.** Contact Contractor
- 11c. **Overnight and 2-day delivery.** Contact Contractor
- 11d. **Urgent Requirements.** 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), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**
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/.**
- 25. **Data Universal Numbering System (DUNS) number:** 078458208
- 26. **Notification regarding registration in SAM database:** Registered and current
- 27. **Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Awarded Labor Category	Site	Year 1
1	874-1	Business Analyst	Both	\$90.68
2	874-1	Senior Technical Writer	Both	\$89.59
3	874-1	Project Manager	Both	\$86.15
4	874-1	Subject Matter Expert	Both	\$163.22

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA 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 SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Final Awarded Labor Category Description

SIN	TITLE	DESCRIPTION	YEARS OF EXP	DEGREE REQUIRED
874-1	Business Analyst	Identifies potential business process problems and performs and implements enhancements and modifications. Works with the development teams to define business systems requirements.	2	Bachelor's Degree
874-1	Sr. Technical Writer	Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor.	3	Bachelor's Degree
874-1	Project Manager	Responsible for the coordination and completion of projects. Manages all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.	3	Bachelor's Degree
874-1	Subject Matter Expert	Services may include providing expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.	4	Bachelor's Degree