



Appteon, Inc.

Innovative Thinking, Powerful Results

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

#### Schedule for - Professional Services Schedule (PSS)

Federal Supply Group: PSS Class:

Contract Number: 47QRAA18D0096

For more information on ordering from Federal Supply Schedules

click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: Effective from May 10, 2018 through May 9, 2023

**Contractor:** Appteon, Inc.  
501 Church Street Suite 315  
Vienna, VA 22180

**Business Size:** Small Disadvantaged Business, SBA 8(a) Certified

**Telephone:** (703) 542-3637

**Extension:**

**FAX Number:** 703-552-1947

**Web Site:** [www.appteon.com](http://www.appteon.com)

**E-mail:** [steve.satwah@appteon.com](mailto:steve.satwah@appteon.com)

**Contract Administration:** Steve Satwah

## 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
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

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.

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. If hourly rates are not applicable, indicate “Not applicable” for this item.**

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):**
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 Attachment.
7. **Quantity discounts:** None
8. **Prompt payment terms:** 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.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: 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](http://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/](http://www.Section508.gov/).**
25. **Data Universal Numbering System (DUNS) number:** 829313647
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**
27. **Final Pricing:**  
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN(s)	Labor Category	Minimum Education	Minimum Experience	Contractor or Customer Facility or Both	GSA Rate Year 1 (including IFF)	GSA Rate Year 2 (including IFF)	GSA Rate Year 3 (including IFF)	GSA Rate Year 4 (including IFF)	GSA Rate Year 5 (including IFF)
874 1, 874 6 & 874 7	Program Manager	Bachelors	10	Customer Facility	\$ 159.19	\$ 162.54	\$ 165.95	\$ 169.44	\$ 172.99
874 1& 874 7	Senior Project Manager	Bachelors	5	Customer Facility	\$ 120.91	\$ 123.45	\$ 126.04	\$ 128.69	\$ 131.39
874 1 & 874 7	Senior Business Requirements Analyst	Bachelors	4	Customer Facility	\$ 124.94	\$ 127.56	\$ 130.24	\$ 132.97	\$ 135.77
874 1 & 874 7	Business Analyst	Bachelors	3	Customer Facility	\$ 137.03	\$ 139.91	\$ 142.84	\$ 145.84	\$ 148.91
874 6	Senior Management Analyst	Bachelors	6	Customer Facility	\$ 142.07	\$ 145.05	\$ 148.09	\$ 151.20	\$ 154.38
874 1 & 874 7	QA Analyst	Bachelors	3	Customer Facility	\$ 86.40	\$ 88.21	\$ 90.06	\$ 91.96	\$ 93.89

## Labor Category Descriptions

**Commercial Job Title:** Program Manager

**Minimum/General Experience:** Ten (10) years of documented relevant experience in increasing levels of project management. Has demonstrated abilities to manage multiple projects at once.

**Functional Responsibility:** Has experience in a business environment with demonstrated ability to effectively manage a broad spectrum of management activities to include, but not limited to operations, planning, requirements analysis, process design and development, procurement, logistics, financial analysis, strategic and tactical planning, business case development, risk analysis, and other business and/or information technology activity. Has the ability to understand common and distinct business and/or information technology elements and how they can be enabled to meet the business objectives of the client.

**Minimum Education:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Certification can replace two years of experience requirement.

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**Commercial Job Title:** Senior Project Manager

**Minimum/General Experience:** Over six (5) years progressive experience in multiple business analysis projects with at least two (2) years of experience as managing or providing consulting services for business reengineering projects.

**Functional Responsibility:** Supervises or directly manages and coordinates project through all phases of the systems development to include planning, requirements analysis, design, development, testing, installation, and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness, and adherence to design concepts and user requirements. Has significant expertise in managing projects. Responsible for client liaison.

**Minimum Education:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Certification can replace two years of experience requirement.

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**Commercial Job Title:** Senior Management Analyst

**Minimum/General Experience:** A minimum of six (6) years of related business systems analyst experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities in management reporting and budget generation and execution.

**Functional Responsibility:** Under general direction, formulates and defines the business budget requirements to include scope, objectives and monetary needs of the supported organization/project. The budget formulation is based on both user needs and a good understanding of applicable business and industry requirements. Devises or modifies procedures to solve complex problems considering business processes limitations imposed by government regulations and laws. Includes analysis of documentation of requirements, reports required and translation of business requirements to budget constraints. Leads facilitation sessions to gather budget requirements and coordinates these requirements to the highest levels of the organization. Uses the organization recent budgets execution to model future requirements. Competent to work at the highest technical level of the supported organization while considering the budget implications to the current and future business environment.

**Minimum Education:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Certification can replace two years of experience requirement.

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**Commercial Job Title:** Senior Business Requirements Analyst

**Minimum/General Experience:** A minimum of four (4) years of related business systems analyst experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

**Functional Responsibility:** Under general direction, formulates and defines the business systems to include scope and objectives. This formulation is based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering business processes limitations imposed by government regulations and laws. Includes analysis of business and user needs, documentation of requirements, and translation of business processes requirements. Guides and advises less-experienced Business Systems Analysts. Leads facilitation sessions to gather business process data. Uses Business Processing Modeling. Competent to work at the highest technical level of most phases of analysis while considering the business implications of the application of technology to the current and future business environment.

**Minimum Education:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Certification can replace two years of experience requirement

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**Commercial Job Title:** Business Analyst

**Minimum/General Experience:** At least three (3) year of experience supporting multiple business process analyst projects.

**Functional Responsibility:** Determines enterprise business standards. Develops and implements business standards and procedures. Documents business processes and defines the limitation of the effort. Ensures that all business systems are functional and adhere to sound business processes.

**Minimum Education:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Certification can replace two years of experience requirement.

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**Commercial Job Title:** Quality Analyst (QA)

**Minimum/General Experience:** Must have three (3) years of experience working with project quality control methods and tools. Specialized Experience: At least 2 years of experience in project integration and a demonstrated knowledge of system and project life cycles.

**Functional Responsibility:** Must be capable of evaluating project documentation and evaluating if project deliverables met the requirements. Participates in formal and informal reviews to determine technical quality of deliverables and quality assurance plans. Examines and evaluates the business process and recommends enhancements and modifications. Develops quality standards.

**Minimum Education:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Certification can replace two years of experience requirement

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**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 CFR 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.