GENERAL SERVICES ADMINISTRATION

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 is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: https://www.GSAAdvantage.gov.

Multiple Award Schedule (MAS)
Large Category: Professional Services
Subcategory: Business Administrative Services
PSC: R408

Contract Number: 47QRAA18D00B7
Contract Period: June 22, 2018 – June 21, 2023

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at https://www.GSA.gov.

Contractor: DTSV, Inc.
739 Thimble Shoals Boulevard, Suite 101
Newport News, VA 23606

Business Size: Other than Small Business

Telephone: (757) 873-0725
FAX Number: (757) 873-0805
Web Site: www.dtsv.com
E-mail: will.david@dtsv.com
Contract Administration: Jonathan W. David

Price list current as of Modification #PS-A812 effective February 3, 2020.
CUSTOMER INFORMATION:

1. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLMs)</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. 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 Page 4.

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. See Page 5

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

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).

7. Quantity discounts: None

8. Prompt payment terms: 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 (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. 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

10c. 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
10d. 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

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

12b. 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.

13. Payment address(es): Same as company address

14. Warranty provision: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. 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/: N/A

23. Data Universal Numbering System (DUNS) number: 119074631

24. Notification regarding registration in System for Award Management (SAM) database: Registered
The Service Contract Labor Standards (SCLS) are 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).
Labor Category Descriptions

**Administrative Assistant**

**Functional Responsibilities:** In addition to secretarial duties (filing, taking phone calls, scheduling appointments, and making travel arrangements), The Administrative Assistant provides administrative support to executive staff with office management responsibilities to include budgeting, personnel records, and payroll. May be required to work independently on projects requiring research, preparation of briefing charts, and other presentation materials.

- **Minimum Education:** HS
- **Minimum Experience:** 2 years

**Administrative Manager**

**Functional Responsibilities:** The Administrative Manager plans, organizes, directs, and controls the support operations of a Task Order (TO) or contract in the areas of administration, Human Resources (HR), and/or finance. Oversees effective information flow and efficient employment of resources to ensure that the task or project team has the support necessary to conduct its business and fulfill its mission. Drafts, develops, implements, and ensures fair and consistent application of policies and procedures. May recruit and train personnel. May monitor staff performance and provide coaching and guidance. May supervise support personnel. Typically reports to a higher level manager.

- **Minimum Education:** BA/BS
- **Minimum Experience:** 2 years

**Department/Unit Manager**

**Functional Responsibilities:** The Department/Unit Manager plans, organizes, directs, and controls specific tasks in support of contract or TO performance. Ensures all contractual obligations are fulfilled; quality standards are met; and associated expectations of performance are achieved. Ensures that the technical solutions, services, and schedules in the contract or TO are implemented in a timely, effective, and efficient manner. May interface with Government customers, including the Contracting Officer (CO) and Contracting Officer’s Technical Representative (COTR), as applicable. May work under the supervision of a higher level manager or may work independently.

- **Minimum Education:** BA/BS
- **Minimum Experience:** 2 years

**Deputy PM/Operations Manager**

**Functional Responsibilities:** The Deputy PM/Operations Manager plans, organizes, directs, and controls a contract or TO to ensure contractual obligations are fulfilled; quality standards are met; and associated expectations of certain aspects of performance are achieved. Ensures that the technical solutions, services, and schedules in the contract or TO are implemented in a timely, effective, and efficient manner. Interfaces with Government customers, including the CO and the COTR, as applicable. May work under the supervision of a Project Manager (PM) or may work independently.

- **Minimum Education:** BA/BS
- **Minimum Experience:** 3 years
Program Analyst 1

**Functional Responsibilities:** The Program Analyst 1 provides basic level advice, assistance, guidance, management, supervision, research, and technical support in support of agencies’ management, organizational, and business improvement efforts in areas such as: paralegal; research; Freedom of Information Act (FOIA)/Declassification review; document/record review and management; quality or training; logistics; contract and acquisition management; budget and finance; program control; security; HR; configuration management; data management; business processes and workflows; and/or manpower planning. In-depth knowledge of Agency policies and functions. Evaluates and develops methods to accomplish functional objectives. Applies knowledge of administrative principles, practices, and techniques; organizes and maintains data and files in database record keeping software and systems; preparing, writing, editing, and creating graphs and charts; inputting/manipulating data; and drafting, reviewing, evaluating, and processing technical and administrative documents. Duties may include: complex documentation and user needs analysis; definition of functional and cross-functional requirements; resource allocation; operations research modeling, process analysis, and design; and developing and monitoring project tasks and schedules. May manage the work of task or project teams and provide daily supervision and direction to support staff. May work independently or under the supervision of a Program Analyst 2 or higher.

**Minimum Education:** BA/BS
**Minimum Experience:** 1 year

Program Analyst 2

**Functional Responsibilities:** The Program Analyst 2 provides high level advice, assistance, guidance, management, supervision, research, and technical support in support of agencies’ management, organizational, and business improvement efforts in areas such as: paralegal; research; FOIA/Declassification review; document/record review and management; quality or training; logistics; contract and acquisition management; budget and finance; program control; security; HR; configuration management; data management; business processes and workflows; and/or manpower planning. In-depth knowledge of Agency policies and functions. Evaluates and develops methods to accomplish functional objectives. Applies knowledge of administrative principles, practices, and techniques; organizes and maintains data and files in database record keeping software and systems; preparing, writing, editing, and creating graphs and charts; and drafting, reviewing, evaluating, and processing technical and administrative documents. Duties may include: complex documentation and user needs analysis; definition of functional and cross-functional requirements; resource allocation; operations research modeling, process analysis, and design; and developing and monitoring project tasks and schedules. May manage the work of task or project teams and provide daily supervision and direction to support staff. May work independently or under the supervision of a Program Analyst 3 or higher.

**Minimum Education:** BA/BS
**Minimum Experience:** 2 years

Program Analyst 3

**Functional Responsibilities:** The Program Analyst 3 provides the highest level advice, assistance, guidance, management, supervision, research, and technical support in support of agencies’ management, organizational, and business improvement efforts in areas such as: paralegal; research; FOIA/Declassification review; document/record review and management; quality or training; logistics; contract and acquisition management; budget and finance; program control; security; HR; configuration management; data management; business processes and workflows; and/or manpower planning. Harnesses In-depth knowledge of Agency policies and functions. Evaluates and develops methods to
accomplish functional objectives. Applies knowledge of administrative principles, practices, and techniques; organizes and maintains data and files in database record keeping software and systems; preparing, writing, editing, and creating graphs and charts; and drafting, reviewing, evaluating, and processing technical and administrative documents. Duties may include: complex documentation and user needs analysis; definition of functional and cross-functional requirements; resource allocation; operations research modeling, process analysis, and design; and developing and monitoring project tasks and schedules. May manage the work of task or project teams and provide daily supervision and direction to support staff. May work independently or under the supervision of a Supervisor or higher.

**Minimum Education:** BA/BS  
**Minimum Experience:** 3 years

---

**Project/Program Manager (PM)**  
**Functional Responsibilities:** The Project/Program Manager (PM) plans, organizes, directs, and controls complex contract(s), often characterized by large geographic coverage and/or staffing requirements. Ensures all contractual obligations are fulfilled; quality standards are met; and associated expectations of performance are achieved. Key responsibilities include: Managing multiple concurrent project tasks; providing direction and guidance to subordinates; performing contract analysis; developing schedules; formulating work plans; managing and controlling project funds and resources; and serving as Point-of-Contact (POC) with Government customers, including the CO and the COTR.

**Minimum Education:** BA/BS  
**Minimum Experience:** 4 years

---

**Quality/Training Manager**  
**Functional Responsibilities:** The Quality/Training Manager plans, organizes, directs, and controls the quality and/or training program on a TO or contract. Develops and applies quality and/or training methodology and principles, and identifies and implements best practices. Oversees other quality and/or training personnel in executing quality and/or training processes.

**Minimum Education:** BA/BS  
**Minimum Experience:** 2 years

---

**Supervisor**  
**Functional Responsibilities:** The Supervisor directs, trains, assists, and supervises staff in performing applicable support function(s). Ensures all contractual obligations are fulfilled; quality standards are met; and associated expectations of performance are achieved. Ensures that the technical solutions, services, and schedules in the contract or TO are implemented in a timely, effective, and efficient manner. May interface with Government customers, including the CO and the COTR, as applicable. May work under the supervision of higher level manager or may work independently.

**Minimum Education:** BA/BS  
**Minimum Experience:** 2 years
## Education/Experience Substitution Chart

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>PhD</th>
<th>Master’s</th>
<th>Bachelor’s</th>
<th>Associate’s</th>
<th>HS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant*</td>
<td>HS</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Administrative Manager</td>
<td>BA/BS</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Department/Unit Manager</td>
<td>BA/BS</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Deputy PM/Operations Manager</td>
<td>BA/BS</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Program Analyst 1</td>
<td>BA/BS</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Program Analyst 2</td>
<td>BA/BS</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Program Analyst 3</td>
<td>BA/BS</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Project/Program Manager</td>
<td>BA/BS</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Quality/Training Manager</td>
<td>BA/BS</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Supervisor</td>
<td>BA/BS</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>