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 GSAAdvantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: www.GSAADVANTAGE.GOV

Schedule Title
00CORP The Professional Services Schedule (PSS)
874 1 / 874-1RC - Integrated Consulting Services

Contract Number
47QRAA18D00CC
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://fss.gsa.gov.

Contract Period
From: July 25, 2018 Through July 24, 2023

Contractor
VIATEQ CORPORATION
1775 Greensboro Station Place
Suite 475
McLean, VA 22102
Office (703) 559-3333 x101
Fax: (571) 297-4234
www.viateq.com

Contract Administration:
Dennis R. Dunston
(703) 559-3333 x101
ddunston@viateq.com

Business Size
s - Small business
SBA Certified Small Disadvantaged business
SBA Certified 8(a) Firm

Customer Information:
VIATEQ is a SBA Certified 8(a) company that provides collaborative solutions for federal government agencies. VIATEQ’s collaborative service framework and flexibility allows employees, customers and business partners to work together successfully anywhere, anytime. VIATEQ’s service areas also allow government agencies to respond to competitive pressures and achieve new performance
levels. VIATEQ is a cutting edge, solution driven, customer oriented company that will soon be a leader in solving complex problems for government clients.

VIATEQ:
- Incorporated 2003
- SBA 8(a) & SDB Certified
- Cage Code: 4EPV7
- DUNS: 167381032
- NAICS: 541611

Product and Services:
- Industry Certified, Customer-focused Consultants
- Consultants with Secret and TS Clearances
- Proven Experience Working with Large Organizations

Lee B. Washington, Jr.
President & CEO

Lee Washington is a high energy, fiscally conscious and goal driven executive that holds a distinguished record of success leading large projects for government agencies on a national and international scale. His executive acumen has positioned VIATEQ to be a leader in the small business community supporting the federal sector.

PROGRAM & PROJECT MANAGEMENT
- Program Portfolio and Project Management Support
- Strategic Planning and Analysis
- Project Planning, Tracking, Compliance and Monitoring
- System Development Life Cycle Process
- Business Process Improvement

CPIK SUPPORT SERVICES
- Capital Planning and Investment Support
- Exhibit 300 and IT Dashboard Support
- Assessing Investment Process Effectiveness
- Refining Investment Policies and Procedures
- Integrating Structured Methodology to manage IT investments
INFORMATION & RECORDS MANAGEMENT

- Management of Electronic Records
- Document Conversion and Indexing
- Document Scanning, Imaging and Redaction
- Data Entry and Data Processing
- Development of Imaging and Workflow systems

IT SUPPORT

- Software and Database Development
- Systems Design and Development
- Systems Integration and Network Administration
- Web Design and Development
- Help Desk Support
- End-To-End Call Center Services
- Desktop Management

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

874 1 / 874-1RC - Integrated Consulting Services:
Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:
Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation * Facilitation and related decision support services * Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings *Advisory and assistance services in accordance with FAR 37.203 NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN. NOTE: Legal, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to 520 SINs. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541-2, Public Relations Services.

2. Maximum Order:
874 1 / 874-1RC - Integrated Consulting Services: $1,000,000.00

3. Minimum Order: $100.00
4. Geographic Coverage (Delivery Area):
Domestic Only, 50 States, DC.

5. Point(s) of Production:

VIATEQ CORPORATION
1775 Greensboro Station Place
Suite 475
McLean, VA 22102
Office (703) 559-3333 x101
Fax: (571) 297-4234
www.viateq.com

6. Basic Discount Terms:
2% based on the Commercial Price List (CPL) effective January, 2018.

7. Quantity / Volume Discounts:
- 2% on orders over $1,000,000

8. Prompt Payment Terms:
2%, net 10

9a. Notification That Government Purchase Cards Are Accepted at or Below the Micro-Purchase Threshold:
We shall accept Government Purchase Cards at or below the Micro-Purchase Threshold.

9b. Notification That Government Purchase Cards Are Accepted or Not Accepted Above the Micro-Purchase Threshold:
We shall accept Government Purchase Cards above the Micro-Purchase Threshold.

10. Foreign items (list items by country of origin). N/A

11a. Standard Delivery Terms: 30 days (ARO).

11b. Expedited Delivery: None.

11c. Overnight and 2-Day Delivery: To be Negotiated with Ordering Agency.

11d. Urgent Requirements: To be Negotiated with Ordering Agency.
12. F.O.B. Point(s): Destination.

13a. Ordering Address(es):

**VIATEQ CORPORATION**
1775 Greensboro Station Place
Suite 475
McLean, VA 22102
Office (703) 559-3333 x101
Fax: (571) 297-4234
www.viateq.com

14. Payment Address(es):

**VIATEQ CORPORATION**
1775 Greensboro Station Place
Suite 475
McLean, VA 22102
Office (703) 559-3333 x101
Fax: (571) 297-4234
www.viateq.com

15. Warranty Terms:
None

16. Export Packing Charges:
N/A

17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level): We shall accept Government Purchase Cards above the Micro-Purchase Threshold.

18. Terms and Conditions of Rental, Maintenance and Repair: N/A

19. Terms and Conditions of Installation: N/A

20. Terms and Conditions of Repair Parts, etc: N/A

20a. Terms and Conditions for any Other Services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A
23. Restocking Fees: N/A

23a. Preventive Maintenance: N/A

24a. Special attributes such as 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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

25. Data Universal Number System (DUNS) number: 16-7381032

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registration is current.

27. Licensing fees: If any, are to be negotiated between the contractor and the individual customer agencies.

GSA SCHEDULE PRICE LIST

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).

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>01020</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Customer Service Representative (CSR)</td>
<td>01040</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Data Entry Operator II</td>
<td>01052</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technical Writer III</td>
<td>30463</td>
<td>2015-4281</td>
</tr>
<tr>
<td>SIN</td>
<td>Labor Category</td>
<td>Minimum Education</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>874-1</td>
<td>Administrative Assistant</td>
<td>High School</td>
</tr>
<tr>
<td>874-1</td>
<td>Budget Analyst I</td>
<td>Bachelors</td>
</tr>
<tr>
<td>874-1</td>
<td>Customer Service Representative (CSR)</td>
<td>High School</td>
</tr>
<tr>
<td>874-1</td>
<td>Data Entry Operator II</td>
<td>High School</td>
</tr>
<tr>
<td>874-1</td>
<td>Document Analyst</td>
<td>High School</td>
</tr>
<tr>
<td>874-1</td>
<td>IT Administrator</td>
<td>Bachelors</td>
</tr>
<tr>
<td>874-1</td>
<td>Mission Support Specialist I</td>
<td>Bachelors</td>
</tr>
<tr>
<td>874-1</td>
<td>Program Manager II</td>
<td>Bachelors</td>
</tr>
<tr>
<td>874-1</td>
<td>Senior Budget Analyst</td>
<td>Bachelors</td>
</tr>
<tr>
<td>874-1</td>
<td>Technical Writer III</td>
<td>High School</td>
</tr>
</tbody>
</table>

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LABOR CATEGORY DESCRIPTIONS

1. Administrative Assistant

EDUCATION
Must have at least a high school diploma, GED or military training.

ROLES & RESPONSIBILITIES
01020 Administrative Assistant - In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

EXPERIENCE
Must have at least one (1) year of experience. Experience using Microsoft Office and Adobe products.
2. Budget Analyst I

EDUCATION
Must have at least a bachelor’s degree in business, finance, management, information systems, or related. Will accept three years related military training.

ROLES & RESPONSIBILITIES
- Preparation of documents needed to process budget estimates, requests for supplemental appropriations, requests for reprogramming apportionments, and allotments from higher headquarters needed to finance new programs or program changes brought about by legislative action;
- Planning, establishment, monitoring and participation in the control and responsibility for the formulation, presentation, and execution involving life cycle program plans, assigned systems and equipment;
- Formulating, presenting and executing annual operating budgets;
- Exercising control and surveillance over funding matters to assure successful attainment of project objectives;
- Formulating annual and multi-year budget estimates;
- Compiling narrative and statistical material and prepares related background information for program briefings;
- Performs an in-depth analysis of budget requests, considers unforeseen factors in development and production, shifts in project direction and emphasis and/or requests not included in planned programs and explores alternative sources of funding;
- Developing justification and impact statements and compiles data to be used for forecasting obligations;
- Monitoring the execution of the approved operating budget to assure funds are properly allocated and are being obligated and spent;
- Recommending adjustment within budget line items in response to changes in programs, staffing levels and/or funds availability;
- Exercising budget controls through review and approval of the obligation and expenditure of funds to include payment of personnel salaries, travel, and expenses;
- Forecasting and executing the prior, current, and budget year programs;
- Developing formulating, and preparing required data and assorted narrative justifications for long-range budget exercises.

EXPERIENCE
Must have at least four (4) years’ experience. Experience using Microsoft Office and Adobe products.

3. Customer Service Representative (CSR)

EDUCATION
Must have at least a high school diploma, GED or military training.

ROLES & RESPONSIBILITIES
• Have excellent communication skills, proficient in database entry, ability to work independently or in team environment, ability to prioritize tasks, strong attention to detail, strong initiative and drive to resolve problems and implement process improvements, learning the product or project details enough make recommendations to customers, and be an effective listener. Implement public and customer relations and problem resolution techniques, practices and procedures. Practices and reporting procedures established for the work unit for control and security of equipment, facilities, cash, records maintenance and forms. Follow established office procedures and practices including filing and records maintenance, business grammar, spelling, punctuation, and arithmetic. Responding to staff and the public with tact, diplomacy, and appropriate and timely information. Retrieving, analyzing and inputting data via computer terminal. Oral and written communication. Applying basic arithmetic computation. Properly applying laws, rules, regulations, policies and procedures to the work unit. Eliciting factual information and drawing effective outcomes.

EXPERIENCE
Must have at least one (1) year of experience. Experience using Microsoft Office and Adobe products.

4. Data Entry Operator II

EDUCATION
Must have at least a high school diploma, GED or military training.

ROLES & RESPONSIBILITIES
01052 DATA ENTRY OPERATOR II - This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. Positions are classified into levels based on the following definitions:

Data Entry Operator II - This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. This position follows specific procedures or detailed instructions. Works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

EXPERIENCE
Must have at least one (1) year of experience. Experience using Microsoft Office and Adobe products.
5. **Document Analyst**

**EDUCATION**
Must have at least a high school diploma, GED or military training.

**ROLES & RESPONSIBILITIES**
- Maintenance of company documents. They are responsible for storage, cataloging and retrieval of documents. They maintain the integrity of working documents and update documentation when revised. They maintain systems for document storage and retrieval, and help train employees on efficient system usage. They are also responsible for document security, for assigning access, and for removing and destroying obsolete documents.
- Responsible for using copiers, scanners, facsimile machine, and/or printers.

**EXPERIENCE**
Must have at least 1 year of experience. Experience using Microsoft Office and Adobe products.

6. **IT Administrator**

**EDUCATION**
Must have at least an associate degree in information technology or related. Will accept three years related military training.

**ROLES & RESPONSIBILITIES**
- Update network applications as required
- Maintain daily tape backup and off-site tape storage
- Troubleshoot and resolve all problems encountered with hardware and software. Escalate requests to the appropriate party, as needed. Replace or repair defective parts and equipment.
- Conduct technology training for new users
- Provide support to the Technology team
- Conduct briefings and demonstrations for users to enhance system productivity
- Attend courses to develop and keep skills and knowledge
- Increase efficiencies, technical ability and interpersonal skills
- Perform routine server monitoring and performance benchmarking
- Monitor and remove virus, spyware, and other non-authorized software

**EXPERIENCE**
Must have at least two (2) years’ of experience or related military training. Experience using Microsoft Office and Adobe products. Preferred certifications (MCP, A+, or related).
7. Mission Support Specialist I

EDUCATION
Must have at least a bachelor’s degree in business, finance, management, information systems, or related. Will accept three years related military training.

ROLES & RESPONSIBILITIES
- Implement standardized office policies, processes, and procedures.
- Implement and maintain a disciplined, efficient external task requirements tracking system for office correspondence, deliverables, action items, and issues.
- Proactively anticipate the needs of the program staff and handle routine administrative details.
- Inventory and order office supplies.
- Perform data entry duties for inventory data.
- Manage Microsoft Outlook calendar/meeting schedules; coordinate travel itinerary, lodging, and transportation requirements; and prepare and submit expense reports.
- Greet and receive distinguished visitors.
- Prepare documents, letters, memorandums, reports, briefings, and administrative forms, including sensitive and/or routine correspondence.
- Maintain files containing proprietary/confidential information.
- Collect information requested by managers and staff for reports, conferences, and presentations.
- Assist in the performance of functional support activities, products and deliverables and associated task milestones/schedules.
- Perform other administrative duties, including telephone coverage, file management, and new hire on-boarding, as required.
- Perform mission support activities as required.

EXPERIENCE
Must have at least three (3) years of experience. Experience using Microsoft Office and Adobe products.

8. Program Manager II

EDUCATION
Must have at least a bachelor’s degree in business, finance, management, information systems, or related. Will accept three years related military training.

ROLES & RESPONSIBILITIES
Responsibilities include maintaining project documentation, schedule and other areas assigned by the CO and COR. Assists in cross-team communications and manages communications methods and processes. Supports multiple program activities, including document review, issues tracking, meetings/facilities coordination and status reporting. Knowledgeable in the areas of document control, scheduling, source code control, risk management, issue resolution

EXPERIENCE
Must have at least three (3) years’ of experience or related military training. Experience using Microsoft Office and Adobe products. Preferred certifications (PMP, or related).
9. **Senior Budget Analyst**  

**EDUCATION**  
Must have at least a bachelor’s degree in business, finance, management, information systems, or related. Will accept three years related military training.

**ROLES & RESPONSIBILITIES**  
- Preparation of documents needed to process budget estimates, requests for supplemental appropriations, requests for reprogramming apportionments, and allotments from higher headquarters needed to finance new programs or program changes brought about by legislative action;  
- Planning, establishment, monitoring and participation in the control and responsibility for the formulation, presentation, and execution involving life cycle program plans, assigned systems and equipment;  
- Formulating, presenting and executing annual operating budgets;  
- Exercising control and surveillance over funding matters to assure successful attainment of project objectives;  
- Formulating annual and multi-year budget estimates;  
- Compiling narrative and statistical material and prepares related background information for program briefings;  
- Performs an in-depth analysis of budget requests, considers unforeseen factors in development and production, shifts in project direction and emphasis and/or requests not included in planned programs and explores alternative sources of funding;  
- Developing justification and impact statements and compiles data to be used for forecasting obligations;  
- Monitoring the execution of the approved operating budget to assure funds are properly allocated and are being obligated and spent;  
- Recommending adjustment within budget line items in response to changes in programs, staffing levels and/or funds availability;  
- Exercising budget controls through review and approval of the obligation and expenditure of funds to include payment of personnel salaries, travel, and expenses;  
- Forecasting and executing the prior, current, and budget year programs;  
- Developing formulating, and preparing required data and assorted narrative justifications for long-range budget exercises.

**EXPERIENCE**  
Must have at least ten (10) years’ of experience or related military training. Experience using Microsoft Office and Adobe products.
10. Technical Writer III

EDUCATION
Must have at least a high school diploma, GED or military training.

ROLES & RESPONSIBILITIES
30463 TECHNICAL WRITER III - The Technical Writer III 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, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

EXPERIENCE
Must have at least one (1) year of experience. Experience using Microsoft Office and Adobe products.