

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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 GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services



Contract Number: **47QRAA18D00EJ**
Contract Period: **August 20, 2018 through August 19, 2023**

Contractor: Mid Atlantic Professionals, Inc., dba Simply Staffing
20400 Observation Drive, STE 102
Germantown, MD 20876 4009

Business Size: Large, Woman Owned Business

Telephone: 301-540-8864
FAX Number: 301-540-5819
Web Site: www.groupssi.com
Email: ljohns@groupssi.com

Contractor Administrator: Larry R Johns

Pricelist current through Modification #PS-A812, effective 2/11/2020.

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

SIN	Recovery	SIN Description
541930	541930RC	Translation and Interpretation Services
611630	611630RC	Linguistic Training and Education
OLM	OLMRC	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education: See page 5.

2. Maximum Order: For SIN 541930 - \$350,000.00
For SIN 611630 - \$1,000,000.00
For SIN OLM - \$250,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic and Overseas Delivery

5. Point of Production: Same as company address

6. All Prices shown herein are Net (discount deducted).

7. Quantity Discount: 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.

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.

10. Foreign Items: None

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: Contact Contractor

11c. Overnight/2-Day Delivery: Contact Contractor

11d. Urgent Requirements: Contract Contractor

12. FOB Point: FOB Destination

- 13a. Ordering Address:** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address:** 20400 Observation Drive, STE 204
Germantown, MD 29876-4009
- 15. Warranty Provisions:** N/A
- 16. Export Packing charges:** N/A
- 17. Terms and conditions of Government Purchase Card Acceptance:** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair:** N/A
- 19. Terms and conditions of installation:** N/A
- 20a. Terms and conditions of repair parts:** N/A
- 20b. Terms and conditions of any other services:** N/A
- 21. List of service and distribution points:** N/A
- 22. List of participating dealers:** N/A
- 23. Preventive maintenance:** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
Not applicable
- 24b.** Contact Mid Atlantic Professionals, Inc. for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>
- 25. DUNS Number:** 167381933
- 26.** Mid Atlantic Professionals, Inc., dba Simply Staffing is registered in the System for Award Management (SAM) database.

GSA Hourly Pricing for SINs 541930 & 611630

SIN	Labor Category	08/20/18	08/20/19	08/20/20	08/20/21	08/20/22
		– 08/19/19	– 08/19/20	– 08/19/21	– 08/19/22	– 08/19/23
541930 & 611630	Academic Coordinator I	\$44.90	\$45.88	\$46.89	\$47.93	\$48.98
541930 & 611630	Academic Coordinator II	\$50.52	\$51.63	\$52.77	\$53.93	\$55.12
541930 & 611630	Program Coordinator I	\$51.66	\$52.80	\$53.96	\$55.14	\$56.36
541930 & 611630	Program Coordinator II	\$62.45	\$63.83	\$65.23	\$66.67	\$68.13
541930 & 611630	Language Services Program Manager	\$83.72	\$85.56	\$87.44	\$89.37	\$91.33
541930 & 611630	Language Services Project Manager	\$56.51	\$57.75	\$59.02	\$60.32	\$61.65
541930 & 611630	Linguist/Analyst I	\$56.51	\$57.75	\$59.02	\$60.32	\$61.65
541930 & 611630	Linguist/Analyst II	\$64.59	\$66.01	\$67.46	\$68.94	\$70.46
541930 & 611630	Linguist/Analyst III	\$77.81	\$79.53	\$81.28	\$83.06	\$84.89
541930 & 611630	Language/Cultural Instructor I	\$31.99	\$32.69	\$33.41	\$34.15	\$34.90
541930 & 611630	Language/Cultural Instructor II	\$37.53	\$38.35	\$39.19	\$40.06	\$40.94
541930 & 611630	Language/Cultural Instructor III	\$40.48	\$41.37	\$42.28	\$43.21	\$44.16
541930 & 611630	Language/Cultural Instructor IV	\$43.68	\$44.64	\$45.62	\$46.63	\$47.65
541930 & 611630	Language/Cultural Instructor V	\$47.56	\$48.61	\$49.68	\$50.77	\$51.89

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

Labor Category Descriptions

Academic Coordinator I

Functional Responsibilities: The Academic Coordinator I directs and coordinates day-to-day activities of language program; initiates necessary forms and paperwork; secures classrooms and materials for training; and schedules classes and classroom use for training. Additionally, collects, reviews, and catalogs books, audio-visual aids, software, and other learning materials, adapting the most effective products, theories, and technology to the needs of the unit language-training program.

Minimum Education: Associate's

Minimum Experience: 2 years

Academic Coordinator II

Functional Responsibilities: The Academic Coordinator II directs and coordinates day-to-day activities of language program; initiates necessary forms and paperwork; secures classrooms and materials for training; and schedules classes and classroom use for training. Additionally, collects, reviews, and catalogs books, audio-visual aids, software, and other learning materials, adapting the most effective products, theories, and technology to the needs of the unit language-training program.

Minimum Education: Associate's

Minimum Experience: 3 years

Program Coordinator I

Functional Responsibilities: The Program Coordinator I coordinates activities and daily operations of a program, assisting in the development of new or revision of program goals and objectives. Confers with, and advises staff and others, to provide technical advice, problem solving assistance, answers to questions and program goals; referring to appropriate department person when unable to respond. Prepares periodic reports and records on program activities, progress, status, or other special reports for management or outside agencies. Evaluates program effectiveness to develop improved methods. Reviews applications or other program documents independently or in conjunction with supervisor to determine acceptance or make decisions pertaining to program. Assists in the coordination of recruitment efforts. Plans workshops, meetings, or conferences and coordinates logistics, scheduling, and participant communications.

Minimum Education: Associate's

Minimum Experience: 2 years

Program Coordinator II

Functional Responsibilities: The Program Coordinator II coordinates activities and daily operations of a program, assisting in the development of new or revision of program goals and objectives. Confers with and advises staff and others, to provide technical advice, problem solving assistance, answers to questions and program goals; referring to appropriate department person when unable to respond. Prepares periodic reports and records on program activities, progress, status or other special reports for management or outside agencies. Evaluates program effectiveness to develop improved methods.

Reviews applications or other program documents independently or in conjunction with supervisor to determine acceptance or make decisions pertaining to program. Assists in the coordination of recruitment efforts. Plans workshops, meetings, or conferences and coordinates logistics, scheduling, and participant communications.

Minimum Education: Associate's

Minimum Experience: 4 years

Language Services Program Manager

Functional Responsibilities: The Program Manager manages the implementation of a project or program. Plans, coordinates, and manages the actions taken by an organization to acquire and execute a specific piece of business, either competitively or non-competitively. Integrates all functions and activities necessary to perform the project/program to meet the client or customer requirements. Plans and implements actions by the program/project team to define and implement technical baseline and meet quality requirements for project/program products and services. Directs project/program team personnel; manages cost and schedule; ensures contract compliance; and serves as project/program interface. Responsible for managing many tasks or functions of a single project/program. Manages technical, cost, and schedule of assigned tasks or functions and has frequent interface with task leaders, subcontractors, support personnel, and customer(s). Responsible for managing small-to-moderate risk project/program.

Minimum Education: Bachelor's

Minimum Experience: 5 years

Language Services Project Manager

Functional Responsibilities: The Project Manager manages the implementation of projects or programs. Plans, coordinates, and manages the actions taken by an organization to acquire and execute a specific piece of business, either competitively or non-competitively. Integrates all functions and activities necessary to perform the project/program to meet the client or customer requirements. Plans and implements actions by the program/project team to define and implement technical baseline and meet the quality requirements for project/program products and services. Directs project/program team personnel; manages cost and schedule; ensures contract compliance; and serves as program interface. Responsible for planning, organizing, directing, and tracking all aspects of the project/program, including technology, schedule, cost, contract, and customer satisfaction. Interfaces with task and functional leaders, subcontractors, support personnel, customers, and upper management. Responsible for managing small-to-moderate risk project/program with responsibility for managing many tasks or functions of a single project/program.

Minimum Education: Bachelor's

Minimum Experience: 3 years

Linguist/Analyst I

Functional Responsibilities: The Linguist/Analyst I performs a variety of technical language services project support tasks including interpretation and/or translation services and analyses. If required, must be able to obtain and maintain a security clearance.

Minimum Education: Bachelor's

Minimum Experience: 1 year

Linguist/Analyst II

Functional Responsibilities: The Linguist/Analyst II performs a variety of technical language services project support tasks including interpretation and/or translation services and analyses. If required, must be able to obtain and maintain a security clearance.

Minimum Education: Bachelor's

Minimum Experience: 2 years

Linguist/Analyst III

Functional Responsibilities: The Linguist/Analyst III provides language services technical expertise by conducting and/or participating in the strategic, tactical, and operational aspects of projects. If required, must be able to obtain and maintain a security clearance.

Minimum Education: Bachelor's

Minimum Experience: 3 years

Language/Cultural Instructor I

Functional Responsibilities: The Language/Cultural Instructor I instructs participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, Computer-Based Training (CBT), or Web- Based Training (WBT). Assesses or tests participants on learning objectives. Duties may include participation in course definition and development, with primary focus on course delivery. May also perform post-event follow-up activities such as documenting on-site user training, statistics, and lessons learned, and participating in status calls related to the training. Works on assignments that are moderately complex in nature. Requires the use of judgment to resolve problems and to make routine recommendations. Generally receives no instruction on routine work and general instructions on new assignments. Follows standard practices and procedures.

Minimum Education: High School

Minimum Experience: 2 years

Language/Cultural Instructor II

Functional Responsibilities: The Language/Cultural Instructor II instructs participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, CBT, or WBT. Assesses or tests participants on learning objectives. Duties may include participation in course definition and

development, with primary focus on course delivery. May also perform post-event follow-up activities such as documenting on-site user training, statistics, and lessons learned, and participating in status calls related to the training. Receives assignments in the form of objectives and establishes goals to meet objectives. Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Exercises independent judgment within generally defined training policies, procedures, and goals in selecting methods and techniques. Supervises or provides guidance to other personnel.

Minimum Education: Bachelor's

Minimum Experience: 2 years

Language/Cultural Instructor III

Functional Responsibilities: The Language/Cultural Instructor III instructs participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, CBT, or WBT. Assesses or tests participants on learning objectives. Duties may include participation in course definition and development, with the primary focus on course delivery. May also perform post-event follow-up activities such as documenting on-site user training, statistics, and lessons learned, and participating in status calls related to the training. Uses expertise in providing instruction to define operational objectives, complete assignments with high proficiency, and act as a strategic resource. Works on extremely complex problems where analysis of situations or data requires an evaluation of intangible variables. Exercises independent judgment in developing methods, techniques, and evaluation criteria for obtaining results. Supervises or provides guidance to other personnel.

Minimum Education: Bachelor's

Minimum Experience: 3 years

Language/Cultural Instructor IV

Functional Responsibilities: The Language/Cultural Instructor IV instructs participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, CBT, or WBT. Assesses or tests participants on learning objectives. Duties may include participation in course definition and development, with the primary focus on course delivery. May also perform post-event follow-up activities such as documenting on-site user training, statistics, and lessons learned, and participating in status calls related to the training. Uses expertise in providing instruction to define operational objectives, complete assignments with high proficiency, and act as a strategic resource. Works on extremely complex problems where analysis of situations or data requires an evaluation of intangible variables. Exercises independent judgment in developing methods, techniques, and evaluation criteria for obtaining results. Supervises or provides guidance to other personnel.

Minimum Education: Bachelor's

Minimum Experience: 4 years

Language/Cultural Instructor V

Functional Responsibilities: The Language/Cultural Instructor V instructs participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, CBT, or WBT. Assesses or tests participants on learning objectives. Duties may include participation in course definition and development, with the primary focus on course delivery. May also perform post-event follow-up activities such as documenting on-site user training, statistics, and lessons learned, and participating in status calls related to the training. Uses expertise in providing instruction to define operational objectives, complete assignments with high proficiency, and act as a strategic resource. Works on extremely complex problems where analysis of situations or data requires an evaluation of intangible variables. Exercises independent judgment in developing methods, techniques, and evaluation criteria for obtaining results. Supervises or provides guidance to other personnel.

Minimum Education: Bachelor's

Minimum Experience: 6 years

Experience & Degree Substitution Equivalencies Applicable to all Labor Categories

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Equivalent Degree

Associate's

Bachelor's

Master's

PhD

Experience

High School + 2 additional year's relevant experience

Associate's degree + 2 additional year's relevant experience, or 4 additional years of relevant experience

Bachelor's + 2 additional years of relevant experience, or Associate's degree + 4 additional years of relevant experience, or 6 additional years relevant of experience

Master's + 2 years of relevant experience, or Bachelor's + 4 years of relevant experience