Multiple Award Schedule (MAS)  
Federal Supply Group: Professional Services

Contract Number: 47QRAA18D00GC  
Period of Performance: Sept. 24, 2018- Sept. 23, 2023  
Contract Manager: Aisha Staples  
Email: Aisha@jma-solutions.com  
Business Size: Other than Small  
Contractor’s Information: JMA Solutions, LLC  
600 Maryland Ave., SW, Ste. 400E  
Washington, DC 20024  
Tel: (202)465-8206  
Fax: (202)484-8459  
Website: www.jma-solutions.com  
Email: avis@jma-solutions.com

Price List Current through Modification #PS-A812, effective May 11, 2020

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: GSA Advantage.gov.

*For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov
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Who Are We

JMA is an award-winning, Service-Disabled Veteran, and Certified Woman-Owned Small business that provides the highest quality personnel who deliver outstanding service and support to our government clients. Our core capabilities consist of Program Management, System Engineering, Acquisition and Financial Management, and Training.

JMA Capabilities/Qualifications

Below is a list that highlights our qualifications per labor category. We invite you to visit our company’s website at www.jma-solutions.com for more specific details about the services we provide. JMA officers are always available to discuss how we can best meet the needs of existing and potential customers.
Customer Information

1. Awarded Special Item Numbers (SIN(s))/Recovery SIN(s)

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<tr>
<th>SINs</th>
<th>SIN Title</th>
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<tbody>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541219</td>
<td>Other Accounting Services</td>
</tr>
<tr>
<td>541420</td>
<td>Industrial Design Services</td>
</tr>
<tr>
<td>541715</td>
<td>Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology)</td>
</tr>
<tr>
<td>OLM None</td>
<td>Order-Level Materials (OLM)</td>
</tr>
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</table>

b. Price List and Rates
- See pages 7-8. Labor rates support all awarded SINs

c. Labor Categories & Job Descriptions
- See pages 9-17 for all labor Categories, labor rates, experience, education, and functional responsibilities that support all awarded SINs

2. Maximum order
- The maximum for JMA’s SIN codes are listed in the table below:

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<th>SINs</th>
<th>Maximum Order</th>
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<tr>
<td>Order-Level Materials (OLM)</td>
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   Table reflects the awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s)

3. Minimum order
- Minimum order is $100.
4. **Geographical Coverage:**
   - Domestic Only

5. **Point(s) of Productions**
   - Multiple points of production within United States of America based on the ordering activity’s requirements.

6. **Discounts**
   - JMA’s prices herein are net. Discounts are already reflected in Price List table

7. **Quantity Discount**
   - JMA’s listed awarded Quantity/Volume Discounts are as follows:
     - 1% for orders over the SAT;
     - 1.5% for task orders between $250,000.00 and $500,000.00; and
     - 2% for task orders over $500,000.

8. **Prompt Payment**
   - Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. JMA’s prompt payment policy is Net 30 days from the invoice submission.

9. **Government Purchase Card**
   a. **Micro-Purchase Threshold**
      - Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes
   b. **Government Purchase Card Notification**
      - Government purchase cards are accepted above the micro-purchase threshold.

10. **Foreign Items**
    - Not Applicable to JMA’s services
11. **Time of Delivery**
   a. **Time of Delivery**
      - All terms for delivery are To Be Determined (TDB) at the Task Order/Delivery Order Level
   b. ** Expedited Delivery**
      - Expedited services are To Be Determined (TDB) at the Task Order/Delivery Order Level
   c. **Overnight and 2-day Delivery**
      - Contact Contractor
   d. **Urgent Requirements**
      - Contact Contractor

12. **F.O.B Destination**
    - Destination

13.  
    a. **Ordering Address**
       - 600 Maryland Avenue, SW, Suite 400E
         Washington, DC 20024
         TAX ID # 47-2815850
    b. **Ordering Procedures**
       - For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA) are found in the Federal Acquisition Regulations (FAR) 8.405-3

Attn: Avis Dillard-Bullock, avis@jma-solutions.com, (202)465-8206 Aisha Staples, aisha@jma-solutions.com (202)465-8245

14. **Payment Address**
    - 600 Maryland Avenue, SW, Suite 400E
      Washington, DC 20024
      TAX ID # 47-2815850

15. **Warranty Provision**
    - JMA utilizes the Standard Commercial Warranty Terms & Conditions

16. **Export Packaging Charges**
    - Not Applicable to JMA’s services
17. **Terms and Conditions of Government Purchase Cards Acceptance**
   - Upon agreement by both parties, Government purchase cards may be accepted for payment above the micro-purchase threshold.

18. **Rental Terms and Conditions**
   - T&Cs of rental, maintenance, and repair are not applicable to JMA Solutions’

19. **Installation Terms and Conditions**
   - T&Cs of installation are not applicable to JMA Solutions

20. **Repair Terms and Conditions**
   - Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable to JMA Solutions

21. **List of Services**
   - List of services and distribution points not applicable to JMA Solutions’

22. **List of Participating Dealers**
   - List of participating dealers is not applicable to JMA Solutions’ services

23. **Preventive Maintenance**
   - Preventive maintenance is not applicable to JMA Solutions’ services

24. **Special Attributes**
   a. **Special Attributes**
      - Environmental attributes are not applicable to JMA Solutions’ services
   b. **Customer information**
      - Environmental attributes are not applicable to JMA Solutions’ services

25. **Data Universal Number System (DUNS)**
   - 603893988
26. **SAM Registration**

- JMA Solutions is registered and active in the System for Award Management (SAM) database.
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JMA Solutions Labor Category Descriptions

Program Manager

Primary point of contact (POC) for all work related to contract. Key person, with responsibility, authority and accountability for the control, coordination and achievements of all work performed under the contract. Provide overall management of contract personnel working in a technical environment. Interface with Government counterparts and knowledgeable in Government contracts and design standards, planning tools (i.e., work breakdown structures (WBS), technical risk and performance analysis, planning and execution on all deliverables, Gantt charts, critical path analyses, etc.), and report development. Manage the contract requirements and serve as Communications Bridge between company and agency. Work effectively in a fast paced, demanding environment. Accountable for project scope, timeline, budget, staffing and contract deliverables.

Education: Bachelors
Experience: 10 years

Task Lead

Under the guidance of the Program Manager, serve as the project lead for task order (or a group of task orders affecting the same system). Oversee the overall management of the specific task order(s) and ensures technical solutions and schedules of task order are implemented in a timely manner. Experienced with managing projects and programs. Assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer’s Representative (COR), task order-level COR personnel and other customer agency representatives.

Education: Bachelors
Experience: 7 years

Senior II Business Analyst

Provide Senior-level business management functions such as budgeting, financial analysis and planning and control of funding expenditures and allocation of funding. Conduct business process analysis to describe and create defined business and operations controls and processes as well as financial policy formulation and development. Provide recommendations to support ongoing improvements to the budget formulation and execution process.

Education: Bachelors
Experience: 15 years
**Senior I Business Analyst**

Provide business management support functions such as, budgeting, financial analysis and planning, control of funding expenditures, and allocation of funding. Assist agencies in the development, execution, and improvement of action plans and communication processes. Provide guidance and advice on confirmation and validation of portfolio of assets. Develop quality and information controls, and manage project scope. Ensures milestones are efficiently completed and delivered. Conduct business and systems process analysis and design at a complex level to create and facilitate process design changes.

**Education:** Bachelors  
**Experience:** 8 years

**Intermediate II Business Analyst**

Conduct quantitative analysis using operations research tools, economics and other practices in the areas of procedural implementation, performance issues, and contract compliance monitoring. Collect and analyzes data to support budget formulation and execution processes. Conduct research, evaluations, analyses and studies, and offers solutions related to short- and long-term program planning requirements. Provide technical assistance to improve budget preparation and execution. Provide accurate and current data to resolve budget issues and support budget formulation. Work with databases and other financial systems to create pivot tables and work with data mining.

**Education:** Bachelors  
**Experience:** 5 years

**Intermediate I Business Analyst**

Focus primarily on the accounting and business administration functions. Assist lead with functions such as, business process analysis to describe and create defined business and operations controls and processes. Provide support to the budget formulation and execution processes. Support reviews to resolve budget execution issues and supports the budget preparation and execution process. Create tables, graphs, and other reports to determine projects and likely financial outcomes.

**Education:** Bachelors  
**Experience:** 3 years
**Senior II Financial Analyst**

Provide support in performing day- to-day financial management, general ledger (G/L) accounting functions, and generating financial reports. Develop and maintains program budget throughout the life of the project. Provide status updates, obligation and expenditure forecasting, conducts budget and financial analysis, funds control techniques, and cost projections based on current funding status. Work with team to assess financial systems and recommend areas of improvements. Review financial reporting processes, strategic financial planning and policy formulation and development in accordance with the scope of work. Design and applies performance measures as well as quality controls. Conduct or lead economic and regulatory analysis as necessary.

**Education:** Bachelors  
**Experience:** 15 years

**Senior I Financial Analyst**

Provide minimum oversight for formulation of strategic financial plans, cost estimation preparation, and other financial management practices. Collaborate with lead analyst to create asset inventory databases and/or improvements to existing databases. Generate reports to maintain existing program and develop new estimates. Analyze requirements, technical content, and define the work breakdown structure and cost estimation structure (WBS/CES). Provide procurement support to reconcile contract and financial data, and review and analyze cost proposals. Develop, update, and maintain various contracts and financial status trackers, and provide assistance with the Contract close-out process. Apply quality and information controls to ensure integrity of all data and management processes.

**Education:** Bachelors  
**Experience:** 8 years

**Intermediate II Financial Analyst**

Provide support to financial management, planning, analysis and reporting activities. Prepare documents and briefing which identify process improvements and efficiencies to enhance cost effectiveness. Perform data collection and analysis, asset valuation, validation of information, and performance of cost studies, and actuarial services and support to financial planning process.

**Education:** Bachelors  
**Experience:** 5 years

**Intermediate I Financial Analyst**

Provide financial planning and budget support to Lead Analyst. Assist in financial management, planning and analytics. Support Lead in data collection and analysis, asset valuation, validation of financial information, performance of cost studies, and actuarial services and support.

**Education:** Bachelors  
**Experience:** 3 years
**Senior II Systems Analyst**

Lead the automation of complex business practices in accordance with deadlines and milestones. Demonstrate ability to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Direct user requirements gathering to build workable solutions. Demonstrate in-depth knowledge of database architectures, object oriented design, and systems implementation. Manage all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications and project status reporting.

**Education:** Bachelors  
**Experience:** 15 years

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**Senior I Systems Analyst**

Provide oversight and management of systems analysis and definition of problems. Manage the development and implementation of complex systems requirements. Employs modeling and simulation techniques. Perform risk assessments and analysis, and recommends system design development, improvements and optimization.

**Education:** Bachelors  
**Experience:** 8 years

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**Intermediate II Systems Analyst**

Support the optimization and automation of complex business practices given deadlines and milestones specified by the client. Direct the gathering of user requirements and translating them into workable solutions. Demonstrate in-depth knowledge of database architectures, object oriented design, and systems implementation. Assess products and procedures for compliance with government standards, accounting principles, internal controls and multi-tiered system application standards. Demonstrate to lead all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications as well as project status reporting.

**Education:** Bachelors  
**Experience:** 5 years

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**Intermediate I Systems Analyst**

Perform configuration, upkeep and reliable operation of systems and associated software. Ensures the up-time, performance, resources and security of equipment to meet system requirements. Demonstrate ability to acquire, install or upgrade components and software; automate routine tasks; write computer programs; troubleshoot; train and provide technical support.

**Education:** Bachelors  
**Experience:** 3 years
**Associate Systems Analyst**

Provide assistance in the configuration, upkeep and reliable operation of systems and associated software. Provides assistance to ensure the uptime, performance, resources and security of equipment to meet system requirements. Demonstrate ability to install basic software applications and provide technical support to lead analysts in troubleshooting.

**Education:** Bachelors  
**Experience:** 1 year

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**Senior II Engineer**

Provide high-level technical and managerial expertise to support the necessary assessment, planning, concept development and prototype design and development activities to support life cycle engineering solutions for enterprise systems, projects, and/or mission engineering performance. Lead teams of engineers to identify, define and develop requirements; recommend engineering solutions; develop concepts; perform risk analyses and feasibility studies; and ensure the risk mitigation and quality performance of all engineering activities to prepare solutions for the test and evaluation phases. Provide acquisition planning, budget analyses, program management, and configuration management to support the life cycle of the engineering solution for the system, subsystems, projects and/or mission, in accordance with the scope of work.

**Education:** Bachelors  
**Experience:** 15 years

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**Senior I Engineer**

Provide engineering expertise to support the planning, development, design, implementation and integration of engineering solutions for system, subsystem, project and/or mission performance solutions. Perform requirements identification and analysis; concept development; operational data analysis; development or review of engineering documentation; system and subsystem design and development; system integration; and prototype design and development for test and evaluation. Apply specialty engineering (e.g., communications, systems safety, security, quality assurance) expertise in accordance with the scope of work. Provide human factors engineering, risk management and reliability, maintainability, and availability metrics and strategies.

**Education:** Bachelors  
**Experience:** 8 years
**Intermediate II Engineer**

Provide technical engineering expertise to support the life cycle of engineering solutions. Perform analyses and requirements definition, performing functional analyses, identifying alternative technical approaches, performing cost-benefit analyses, impact analyses and risk management activities. Conduct feasibility studies, computer-aided design (CAD), system and subsystem design and development, product assembly and simulation, assessing reliability, maintainability, and availability, as well as systems security design and analyses, design and conduct of trade-off studies, review and development of design documentation, technical writing in support of engineering life cycle processes.

**Education:** Bachelors  
**Experience:** 5 years

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**Intermediate I Engineer**

Provide technical engineering expertise to support aspects of the system engineering life cycle. Assist with requirements definition and analysis; supporting conceptual design studies, identification of alternative technical approaches, and feasibility studies; computer-aided design; design services to include shop drawings and context diagrams to support to system design and review, prototype development, product assembly, integration, and simulation.

**Education:** Bachelors  
**Experience:** 3 years

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**Associate Engineer**

Provide support to real-time solution planning, design, development, testing and integration with systems. Prepare complex systems data to develop technical documentation, system diagrams and presentation materials. Produce computer-assisted designs and shop drawings. Provide support to cost/cost performance trade-off analysis as well as support in conducting studies and research including feasibility studies.

**Education:** Bachelors  
**Experience:** 1 year

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**Technical Support IV**

Provide expertise in real-time software design, development, testing and interface of software with computer hardware systems. Interprets and analyzes complex information systems data to develop technical documentation, system diagrams, and presentation materials. Coordinate and perform information systems hardware and software testing efforts, produces test and remediation plans and reports. Interface with specialist from other backgrounds such as hardware, software, logistic support, and testing to fully integrated and responsive components and systems. Prepare documentation and maintains scheduling in support of organizational assessment, requirements development and analysis, concept development, acquisition and prototype development.

**Education:** High School  
**Experience:** 10 years
**Senior I Acquisition Analyst**

Provide advanced guidance and recommendations relating to the implementation and management of major acquisitions. Support the PMO with development and review of acquisition plans, schedules, SOW requirements, and cost estimation. Review existing and existing contract to ensure compliance with policies and regulations. Review grants and modifications, contracts, and agreements. Evaluate proposal, conduct market surveys and research, analyze budgets, proposal request, and trends. Perform and review program analysis to determine the impact of program’s performance and progress. Analyze risk to ensure adequate resources are available to reach target, generate financial reports, and schedules. Work with clients and stakeholder to develop strategies and agendas.

**Education:** Bachelors  
**Experience:** 8 years

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**Intermediate II Acquisition Analyst**

Assist Sr. Analyst in acquisition planning and documentation necessary to develop requirements and evaluation criteria. Provide assistance in solicitation, evaluation, negotiation, analysis and award of contracts. Under the leadership of Lead Analyst, perform market research and trend analysis, and evaluate technological advancements. Assist with development of IGCE, source selection decisions, evaluation criteria, as well overall program office administration functions.

**Education:** Bachelors  
**Experience:** 5 years

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**Intermediate I Acquisition Analyst**

Assist Lead Analyst in acquisition planning and documentation necessary to develop requirements and evaluation criteria. Assist in conducting cost/price analysis of vendor proposal and development of IGCEs to support acquisition packages for commodities and services. Assist contracting office with tracking contract activities to mitigate risk and ensure project and milestones are captures and reflected in project plan. Prepare contract files and electronic document, as well as overall program office administration functions.

**Education:** Bachelors  
**Experience:** 3 years
**Senior I Writer/Editor**

Work independently to provide complete documentation from concept and design to development and final review. Read and analyze materials to create presentations. Review specifications, user manuals, presentations, reports or training documents. Create documentation for a variety of work products including technical reports, operational manuals, hardware descriptions, and briefings. Translate complex technical concepts, ideas, documentations, and terms into executive summaries. Apply concepts for technical writing based on engineering drawings, technical information from documentation, consultations with subject matter experts, and other sources. Research highly technical subject matters, organizes information from multiple sources, and expresses technical information in written from that is easily accessible for a wide audience of readers.

**Education:** Bachelors  
**Experience:** 8 years

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**Admin Support (4) **

Demonstrate ability to multi-task and execute office-oriented functions. Maintain daily calendar of executive management, generate memorandums, emails, and other correspondences and distribute accordingly, coordinate and maintain of team schedules, conduct basic research, and possess great organizational skills. Schedule, set-up, and attend meetings. Possess excellent written and oral communications skill. Document meeting notes and capture action items. Manage office workflow and delegate tasks to other administrative staff. Maintain inventory of office supplies and place orders when necessary. Perform data entry, generate regular cyclical report, and execute pre-defined task. Demonstrate proficiency in Microsoft Office applications including Excel.

**Education:** High School Diploma  
**Experience:** 10 years

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**Admin Support (3) **

Demonstrate ability to multi-task and execute office-oriented functions. Maintain daily calendar of executive management, generate memorandums, emails, and other correspondences and distribute accordingly, coordinate and maintain of team schedules, conduct basic research, and possess great organizational skills. Schedule, set-up, and attend meetings. Answer multi-line telephone, desk staffing, data entry, draft report, and receive and disseminate mail. Demonstrate proficiency in Microsoft Office applications including Excel.

**Education:** High School Diploma  
**Experience:** 6 years
Admin Support (2) **

Demonstrate ability to multi-task and execute office-oriented functions. Maintain daily calendar and schedule, draft memorandums and other correspondences. Maintain inventory of office supplies, conduct basic research, and possess great organizational skills. Schedule, set-up, and attend meetings. Operate multi-line telephone, handle inquiries, perform data entry, draft report, and receive and disseminate mail. Demonstrate proficiency in Microsoft Office application.

Education: High School Diploma
Experience: 3 years

Service Contract Labor Standard (SCLS) Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Support IV**</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Admin Support III**</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Admin Support II**</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).