GENERAL SERVICES ADMINISTRATION
MULTIPLE AWARD SCHEDULE
Federal Supply Group: Professional Services
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: http://www.GSAAdvantage.gov.

Contract Number: 47QRAA18D00H4
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

Contract Period: September 30, 2018 through September 29, 2023
Price List Current through Modification PS-0003 effective June 10, 2020

Contractor: VS4S, LLC
9810 HALL RD
POTOMAC, MD 20854 4349

Business Size: Small, Disadvantaged, 8(a), Woman Owned Business

Telephone: 301-537-6937
FAX Number: 301-537-6937
Web Site: www.vs4s.com
E-mail: poonam@vs4s.com
Administrator: Poonam Bhardwaj
CUSTOMER INFORMATION:

1a. 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>541611- RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Support</td>
</tr>
<tr>
<td>611430</td>
<td>611430 - RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM – RC</td>
<td>Order Level Materials</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.

N/A

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.

Graphic Artist - $71.63/hr

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: Yes; .5% off of $250,000 to $750,000, and 1% off of $750,001 or more
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 (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) are found in the Federal Acquisition Register (FAR) 8.405-3.

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/. N/A

25. Data Universal Numbering System (DUNS) number: 079228646

26. Notification regarding registration in System for Award Management (SAM): Registered

27. Final Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>Labor Categories Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards (SCLS) is 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 Description**

**Project Director (PD)**

**Minimum Education:** Master’s Degree

**Minimum Experience:** 10 Years

**Functional Duties:** The Project Director plans, directs, and coordinates activities of an organization to ensure compliance with regulations, standard operating procedures, and
functional requirements alongside a subject matter expert in training and development. The PD works independently to ensure success and completion of the project within contracted terms. Monitors the progress of the project to identify the critical path in order to stay within budget at industry set quality standards. The PD is responsible for client relationship and growth of company.

**Project Manager**

**Minimum Education:** Master’s Degree

**Minimum Experience:** 4 Years

**Functional Duties:** The Project Specialist works closely with Project Director and other program staff to manage day-to-day operation on a project to deliver the project within the specified scope and budget.

**Graphic Artist (GA)**

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 1 Years

**Functional Duties:** The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

**Desktop Publisher (DTP)**

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 4 Years

**Functional Duties:** The Desktop Publisher works with the Instructional Designer, Editor, and Graphics Artist to create functional, readable, and usable materials. The DTP is responsible for gathering existing materials and selecting formatting properties and layouts. The DTP also edits and imports text or graphics to support the vision of
the project. Additionally, the DTP will check proofs or preliminary layouts to finalize materials for printing or electronic publication.

Instructor

Minimum Education: Master’s Degree

Minimum Experience: 5 Years

Functional Duties: The Instructor works in team supporting course design and development. The ID employs various training techniques including formal lectures, seminars, tutorials and self-paced exercises, and computer-based training (CBT).

Senior Instructor/SME

Minimum Education: Master’s Degree

Minimum Experience: 10 Years

Functional Duties: The Senior Instructor serves as team lead in developing courses. The SID works independently and interacts with Clients and SMEs and is responsible for course and curriculum design for a wide range of audiences. The SID employs various training techniques including formal lectures, seminars, tutorials and self-paced exercises, and computer-based training (CBT). Provides professional guidance to managers, analysts, specialists, and programmers in the use of the software. The SID also participates in user-support related tasks. Leads efforts in the areas of training plan development, training material preparation, curricula definition and training course delivery. Is a Subject Matter Expert.

Web-based Courseware Developer

Minimum Education: Bachelor’s Degree

Minimum Experience: 3 Years

Functional Duties: The web-based courseware developer works with the project manager and Senior Instructional Designer and instructional designer to develop online courseware. Duties include but are not limited to writing code, designing prototypes, fixing bugs, and testing materials in a web based environment. The web courseware developer advises all team members on the best technologies and languages for a project along.

QA and 508 Compliance Specialist
**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 4 Years

**Functional Duties:** The 508 Compliance Specialist works with the entire development and production staff to make documents/materials accessible for individuals living with a disability. The Specialist works with Government issued standards to remediate documents, utilize visual checklists from the Department of Health and Human Services, perform color contracts analysis, check for accessibility, and test for compatibility with assistive devices.

**Leadership Consultant**

**Minimum Education:** Master’s Degree

**Minimum Experience:** 10 Years

**Functional Duties:** Leadership Consultant (LC) is responsible for designing and developing management and leadership development programs. Such programs cover a wide range of individual, leader, and organization development projects, such as, workforce analysis, strategic planning, change management, performance management, employee engagement, conflict resolution, and decision-making. LC leads projects involving employee, supervisor, manager, and organizational development projects within both governmental and private organizations.

**Executive Coach/Facilitator**

**Minimum Education:** Master’s Degree

**Minimum Experience:** 10 Years

An executive coach (EC) works with individuals (usually executives, but often high-potential employees) to help them gain self-awareness, clarify goals, achieve their development objectives, unlock their potential, and act as a sounding board. EC is also certified in self-assessment tools, such as, Myers-Briggs Type Indicator (MBTI) and DiSC methodologies and testing, and Gallup Strength-finder, and Six Sigma Blackbelt.