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: GSAAdvantage.gov.

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services Class: R499
Contract Number: 47QRAA19D0002
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
Contract Period: October 03, 2018 - October 02, 2023
Price list current as of Modification # PO-0004 effective 3/26/2021

Contractor: NAVALES ENTERPRISES, INC.
3702 RUSTLING OAKS
SAN ANTONIO, TX 78259 3630

Business Size: Small, Disadvantaged, Woman Owned Business

Telephone: (210) 227-2778
Extension: 2
FAX Number: (888) 647-1445
Web Site: www.n-e-i.net
E-mail: n-e-i.net
Contract Administration: Gloria Navales

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<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>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</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. Domestic Only - 50 States and DC

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. See Pricing table included

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): 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 affect a faster delivery: Contact Contractor

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

12a. Ordering Address(es): Same as company address

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. Special attributes such as 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: 154564728

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

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

<table>
<thead>
<tr>
<th>SIN(s) Proposed</th>
<th>Labor Category Title</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>611430</td>
<td>Test Proctor</td>
<td>$47.83</td>
<td>$48.83</td>
<td>$49.86</td>
<td>$50.91</td>
<td>$51.98</td>
</tr>
<tr>
<td>611430</td>
<td>Test Administrator</td>
<td>$74.14</td>
<td>$75.70</td>
<td>$77.29</td>
<td>$78.91</td>
<td>$80.57</td>
</tr>
<tr>
<td>611430</td>
<td>Training Specialist (Instructor/Facilitator)</td>
<td>$110.03</td>
<td>$112.34</td>
<td>$114.70</td>
<td>$117.11</td>
<td>$119.57</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager I</td>
<td>$108.05</td>
<td>$110.32</td>
<td>$112.64</td>
<td>$115.00</td>
<td>$117.42</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager II</td>
<td>$139.43</td>
<td>$142.36</td>
<td>$145.35</td>
<td>$148.40</td>
<td>$151.52</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager III</td>
<td>$167.31</td>
<td>$170.82</td>
<td>$174.41</td>
<td>$178.07</td>
<td>$181.81</td>
</tr>
</tbody>
</table>
**Labor Category Descriptions:**

### Test Proctor

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree in testing and measurement, counseling and guidance, or a related discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>1 year’ professional work experience</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td></td>
</tr>
<tr>
<td>• Administers safeguards and physically controls a wide variety of tests.</td>
<td></td>
</tr>
<tr>
<td>• Prepares arrangements for testing rooms/facilities and becomes thoroughly familiar with the Examiner’s Manual for the test(s) prior to testing.</td>
<td></td>
</tr>
<tr>
<td>• Issues all materials required for test administration, positively identifies all test takers, observes examinees during the test to maintain integrity of testing examinations.</td>
<td></td>
</tr>
<tr>
<td>• Conducts a check of each examination prior to and following administration, may compile student assessment reports, and administer make-up tests in accordance with agency or contractual requirements.</td>
<td></td>
</tr>
<tr>
<td>• Testing materials are controlled items and are handled, stocked, safeguarded, inventoried, and administered in strict compliance with applicable regulations</td>
<td></td>
</tr>
</tbody>
</table>

### Test Administrator

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree / Complete DLPT Test Administrator Certification Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>3 years’ experience working in a network-based testing environment</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td></td>
</tr>
<tr>
<td>• Prepares testing facility for operations on designated days, adhering to daily schedules</td>
<td></td>
</tr>
<tr>
<td>• Verify each computer is operational and testing environment prepped for examinees</td>
<td></td>
</tr>
<tr>
<td>• Reviews roster of examinees scheduled to test as well as type/number of examinations</td>
<td></td>
</tr>
<tr>
<td>• Advise each examinee he/she is prohibited from touching any equipment until directed to do</td>
<td></td>
</tr>
<tr>
<td>• Secure testing lab by locking the door/posting a &quot;testing in progress - do not disturb&quot; sign on the outside of the door to prevent interruption by latecomers</td>
<td></td>
</tr>
<tr>
<td>• Update the examinee roster to show which examinees were present and which were absent</td>
<td></td>
</tr>
<tr>
<td>• Read Government-furnished instructions verbatim from the DoD Test Administration Manual</td>
<td></td>
</tr>
<tr>
<td>• IAW the DoD Test Administration Manual, throughout the duration of testing and during authorized breaks, continuously monitor each examinee for inappropriate activity</td>
<td></td>
</tr>
<tr>
<td>• After each examinee completes testing, ensure examinee has exited the test and provide information on pass/fail</td>
<td></td>
</tr>
</tbody>
</table>
### Training Specialist

**Minimum Education:** Bachelor’s Degree in Education, Management, Business, or a related discipline

**Minimum Years’ Experience:** 5 years’ professional work experience

**Responsibilities:**
- Specialized experience in developing and providing functional and process training
- Responsibility includes providing the customer with appropriate training to achieve its mission goal and maintain currency in applicable business paradigms.
- Conducts the research necessary to develop and revise training courses.
- Develops and revises these courses and prepares appropriate training catalogs.
- Prepares instructor materials (course outline, background material, and training aids).
- Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms).
- Trains personnel by conducting formal classroom courses, workshops, and seminars.
- Demonstrated ability to communicate effectively orally and in writing.

### Program Manager I

**Minimum Education:** Bachelor’s Degree in relevant discipline

**Minimum Years’ Experience:** 3 or more years’ experience

**Responsibilities:**
- Experience in supervision and day-to-day management of significant projects and processes.
- Experience in application of automated/manual project management techniques, progress tracking, and work assignment/monitoring of work functions.
- Functional responsibilities include work scope and objectives to be accomplished by team. Develops detailed work plans, schedules, resource plans, and status reports; provides professional and analytical guidance to work team.
- Recommends/implements corrective action on analysis/solutions of potential issues/problems.
- Guides the contract to ensure adherence to budget and time schedules.
- Conducts project meetings and responsible for performance tracking and analysis.
- Ensures adherence to quality standards, performance reviews, and approves deliverables.
- Supports the planning and management of single/multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance.
- Ensures corporate management’s goals and standards are successfully implemented.
- Assesses solution alternatives and providing quality oversight for all contract deliverables.
- Provides periodic status reports and manages workload of staff/team.
### Program Manager II

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree in relevant discipline – Business, Management or technical field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>7 or more years’ experience</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Experience including business process reengineering and/or project management
- Assists with applying business process improvement practices to bring efficiencies to complex business problems.
- Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.
- Acts as key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.
- Applies appropriate activity data modeling, transaction flow analysis, and internal control and risk analysis, modern business methods and applies performance measurement techniques.
- Assists in establishing project lifecycle standards and procedures.
- Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Progressive experience in managing and overseeing significant programs/projects and processes.

### Program Manager III

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree in relevant discipline - Master’s in a technical discipline preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>10 or more years’ experience</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Progressive experience in managing and overseeing significant programs/projects and processes.
- Experience in the application of automated program management techniques, progress tracking, work assignment and monitoring as well as expert level utilization of computer software, including MS Suite of applications.
- Command of Program/Project Management tools (e.g., MS Project)
- Develops Program Management Plan (PMP), including detailed work plans, schedules, program budgets, resources, status reports, etc.
• Conducts program meetings and is responsible for performance tracking and analysis; ensures adherence to quality standards, configuration control reviews, and program deliverables.
• Responsible for coordinating the provisioning, installation/configuration, operation, and maintenance of system and related infrastructure.
• Conducts technical research to enable continuing innovation within the infrastructure.
• Works closely with upper management and other managers throughout the project life cycle.
• Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented.

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) per the Multiple Award Schedule Solicitation. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.