

NORTH AMERICAN MANAGEMENT

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Federal Supply Group: 00CORP

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 for GSA Advantage! is: <http://www.gsadvantage.gov>

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

Professional Services Schedule



Contract Number: 47-QRAA-19D-000F

Contract Period: October 24, 2018 through October 23, 2023

Price List: Current as of Modification # PS-003 effective December 12, 2019

Contract Administration: Robert F. Burns, Vice President

bob.burns@namgt.com

Business Size: Small Business

PROFESSIONAL SERVICES SCHEDULE

CUSTOMER INFORMATION:

1a. Special Items Numbers

SIN	Recovery	Special Item Description
▪ 874-1	▪ 874-1RC	Integrated Consulting Services
▪ 520 1	▪ 520 1 RC	Program Financial Advisor
▪ 520 11	▪ 520 11 RC	Accounting
▪ 520 12	▪ 520 12 RC	Budgeting
▪ 520 13	▪ 520 13 RC	Complementary Financial Management Services
▪ 520 2	▪ 520 2 RC	Transaction Specialist
▪ 520 22	▪ 520 22 RC	Grants Management Support Services
▪ 520 3	▪ 520 3 RC	Due Diligence and Support Services
▪ 520 7	▪ 520 7 RC	Financial & Performance Audits
▪ 520 8	▪ 520 8 RC	Complementary Audit Services
▪ 541 1	▪ 541 1 RC	Advertising Services
▪ 541 2	▪ 541 2 RC	Public Relations Services
▪ 541 3	▪ 541 3 RC	Web Based Marketing Services
▪ 541 4A	▪ 541 4A RC	Market Research and Analysis
▪ 541 4D	▪ 541 4D RC	Conference, Events and Tradeshow Planning Services
▪ 541 4E	▪ 541 4E RC	Commercial Photography Services
▪ 541 4F	▪ 541 4F RC	Commercial Art and Graphic Design Services
▪ 874 4	▪ 874 4 RC	Training Services
▪ 874 6	▪ 874 6 RC	Acquisition Management Support
▪ C132 51	▪ C132 51 RC	Information Technology Professional Services
▪ C595 21	▪ C595 21 RC	Human Capital Strategy, Policy, and Operational Planning
▪ 00CORP-500	▪ 00CORP-500RC	Order Level Materials

1b. Prices shown herein are net prices. Price List included.

1c. North American Management is offering labor categories at hourly rates.

2. Maximum Order Limitation:

\$1,000,000

3. Minimum Order:

\$100.00

4. Geographic Coverage:

Worldwide

5. Point(s) of Production:

Alexandria, VA

6. Discount/Pricing:

Prices Shown herein are net prices (additional discounts may be provided)

7. **Quantity/Volume Discounts:** 1% for orders \$500,000 and above; an additional ½% for orders over \$1,000,000.
8. **Prompt Payment:** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30
- 9.a **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Will accept
- 9.b **Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept
10. **Foreign Items:** Not Applicable
- 11a. **Time of Delivery:** Will adhere to the delivery schedule as specified by the agencies purchase order.
- 11b. **Expedited Delivery:** Contact the contractor for expedited delivery.
- 11c **Overnight and 2-Day Delivery:** Contact contractor for rates for overnight and 2-day delivery.
- 11d. **Urgent Requirements** Contact contractor for faster delivery or rush requirements.
12. **F.O.B Point(s):** Destination
13. **Ordering Address:** North American Management
2111 Eisenhower Avenue
Alexandria, VA 22314
- 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:** North American Management
Accounts Receivables
2111 Eisenhower Avenue
Alexandria, VA 22314
15. **Warranty Provision:** Contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.
16. **Export Packing Charges:** N/A
17. **Terms and Conditions of Government Purchase Card Acceptance (Any Thresholds Above The Micropurchase Level):** Contact Contractor
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. **Preventive Maintenance:** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** None
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):** N/A
25. **Data Universal Number System (DUNS):** 926385121
26. **System for Award Management (SAM) Registration:** North American Management is registered in the System Award Management database (SAM).

**SELECT POSITION QUALIFICATIONS FOR
SELECT JOB TITLE DESCRIPTIONS***

Contractor personnel assigned to tasks under this contract meet or exceed the experience, education, or other background requirements set forth in the appropriate paragraph of this section.

Title	Qualification
Administrative Specialist	Directs and manages daily operations in accordance with project plan. Responsible for maintaining files and strength of reporting, communications, and following the developed standard operating procedures. Responsible for assisting in projects as needed and public communications. Implements execution of instructions. <i>Associates degree with 5 years of related experience.</i>
Administrative Support	Performs clerical and administrative tasks such as word processing, spreadsheet development, typing, and filing. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, take minutes and prepares meeting notes. <i>High School degree in applicable discipline. With 2 years directly related experience. Approximately 95 to 100% of time is minimally allocated to client projects.</i>
Associate Business Consultant	Supports the Business Consultant in evaluations and strategic procedures. Performs detailed analysis, develops alternative solutions, designs business solutions, conducts feasibility studies, develops implementation plans, performs project management, performs implementation tasks, conducts testing and insures results. <i>Bachelor's degree in applicable discipline with 5 years of directly related experience.</i>
Business Analyst	Performs detailed analysis, develops alternative solutions, designs business solutions, conducts feasibility studies, develops implementation plans, performs project management, performs implementation tasks, conducts testing and insures results. <i>Bachelor's degree in applicable discipline. Graduate level work preferred with 15 years directly related experience. Approximately 10 to 15% of time is allocated to any one particular project</i>
Business Consultant I	Consults with clients to define needs or problems. Conducts analyses of current operational policies, procedures, and processes. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis. <i>Bachelor's degree in applicable discipline with 10 years directly related experience.</i>
Business Consultant II	Consults with clients to define needs or problems. Conducts analyses of current operational policies, procedures, and processes. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis. <i>Bachelor's degree in applicable discipline with 12 years directly related experience.</i>
Business Consultant III	Directs activities to implement and manage projects. Possesses expertise to define problems, collect data, establish facts, and draw valid conclusions. Provides leadership and technical expertise in the areas of delivering process and productivity improvement solutions, facilitating large and small groups, developing business and strategic plans, providing performance measurement and business process reengineering training and conducting financial and cycle-time analyses. <i>Bachelor's degree in applicable discipline. Graduate level work preferred with 15 years directly related experience. Approximately 10 to 15% of time is allocated to any one project.</i>
Graphics Specialist	Determines content and placement of client issues in electronic and print media. Provides a full range of services including press and media relations, research, special products, development, maintenance of press files, and content analysis. Serves as liaison to news outlets, generating and responding to media interest to ensure client issues are presented in an accurate and timely manner. Writes and distributes press releases, makes day-book entries, prepares Op/Ed pieces, and drafts news stories. Monitors trends and provides recommendations. As required, arranges press conferences, briefings, and interviews, and coordinates and manages editorial boards. For both national and international media, conducts media training for client subject- matter experts. As

Title	Qualification
	required, serves as client spokesperson for routine issues. <i>Bachelor's degree in applicable discipline. With 2 years directly related experience. Approximately 95 to 100% of time is minimally allocated to client projects.</i>
Managing Principal Business Consultant	Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert guidance and expertise to single or multiple projects. Serves as Senior Change Management Consultant. Manages complex organizations and teams by integrating skills into client-focused, object-oriented consulting solutions. Integrates technical solutions into the business process reengineering requirements and translates concepts into operational improvements and systems. <i>Master's degree in applicable discipline with 15 years directly related experience.</i>
Meeting Planner	Conducts client interviews, preplans, develops agendas, and facilitates meetings. Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help the client define the problem, map an approach, and achieve meeting objectives. Provides group management skills and expertise in all facets of the meeting to include its content, processes, and technical subject matter. Possesses extensive consulting experience. <i>Bachelor's degree in applicable discipline. Graduate level work preferred with 5 years directly related experience. Approximately 10 to 15% of time is allocated to any one particular project.</i>
Performance Specialist	Possesses an excellent knowledge of specific performance expertise. Highly experienced consultant from within our network with proven success, this professional knows the intimacies of the job. Experience at the executive level in small business and program management, develops strategy and execution plans. Expert in corporate design and knowledgeable of industry specifications. <i>Bachelor's degree in applicable discipline with 15 years directly related experience</i>
Principal Business Consultant	Senior consultant who analyses plans, directs and coordinates the activities of designated projects to ensure that project goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides management, organizational, and business improvement services to include visioning, business and information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, change management, and business process reengineering solutions. <i>Master's degree in applicable discipline with 15 year directly related experience.</i>
Production Assistant	Performs administrative management tasks such as word processing, spreadsheet development, administrative typing, and filing. Helps produce and prepare deliverables. Maintains schedules, schedules meetings, take minutes, and prepares meeting notes. <i>High School Diploma with at least one year of directly related experience.</i>
Program Manager	Creates, implements, directs, and manages daily operations and budget in accordance with established project plan and in compliance with customer requirements. Responsible for maintaining current status of ongoing programs, capturing all data and current project status, preparing information briefings, supervising preparation and maintenance of weekly and monthly management report books, and developing current standard operating procedures. Responsible for assisting in the development of road-based information communications strategies and action plans based on an understanding of organizational goals and objectives. Develops information products based on target audience and budget. Supervises execution of information plan using all available media. <i>Bachelor's degree in applicable discipline, with 10 years directly related experience. Approximately 85 to 95% of time is minimally allocated to client projects.</i>
Programmer	Analyzes, reviews, and writes/rewrites programs, using workflow chart and diagram, applying knowledge of computer capabilities, subject matter, and symbolic logic. Converts detailed logical flow chart to language processible by computer. Resolves symbolic formulations, prepares flow charts and block diagrams, and encodes resultant equations for processing. Develops programs from workflow charts or diagrams, considering computer storage capacity, speed, and intended use of output data. Prepares or receives detailed workflow chart and diagram to illustrate sequence of steps to describe input, output, and logical operation. Compiles and writes documentation of program

Title	Qualification
	development and subsequent revisions. Revises or directs revision of existing programs to increase operating efficiency or adapt to new requirements. Consults with managerial and engineering and technical personnel to clarify program intent, identify problems, and suggest changes. Writes instructions to guide operating personnel during production runs. Prepares records and reports. <i>Bachelor's degree in applicable discipline. Graduate level work preferred with 15 years directly related experience. Approximately 10 to 15% of time is allocated to any one particular project</i>
Programmer Analyst	Writes, analyzes, reviews, and rewrites programs that support the creation and maintenance of databases. Assists computer programmers and senior automated system developers to design and implement new systems, reports, and web sites. Configures database engines and writes queries. Implements concepts and operations from workflow charts or diagrams. Compiles and writes documentation of data structure and program development and subsequent revisions. Revises or directs revision of existing programs to increase operating efficiency or adapt to new requirements. Consults with managerial and engineering and technical personnel to clarify program intent, identify problems, and suggest changes. Assists in the writing of instructions to guide operating personnel in the use of new systems. Prepares records and reports. <i>Bachelor's degree in applicable discipline. With 5 years directly related experience. Approximately 95 to 100% of time is minimally allocated to client projects.</i>
Project Director	Manages multiple projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Manages cost, schedule, and quality of multiple projects. Meets with management personnel, contractor managers, and Federal client agency representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. <i>Bachelor's degree in applicable discipline with 15 years directly related experience.</i>
Project Manager	Simultaneously plans and manages highly visible program operations, including technical support, involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program activities. Meets and confers with Government management officials regarding status of specific activities, as well as problems, issues, or conflicts requiring resolution. <i>Bachelor's degree in applicable discipline with 7 years directly related experience.</i>
Senior Consultant	Supports requirements definition, business process improvement, and business design activities. Provides insight and experiences from related projects. Develops surveys, conducts interviews, and frames problems for analysis and decision making. Develops feasibility and cost-benefit studies, lifecycle analysis, briefings and presentations, report writing, and post-implementation evaluations for information management projects. <i>Bachelor's degree in applicable discipline, with 10 years directly related experience. Approximately 85 to 95% of time is minimally allocated to client projects.</i>
Senior Director of Delivery	Senior consultant who analyzes plans, directs, and coordinates the activities of designated projects to ensure that project goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides management, organizational, and business improvement services to include visioning, business and information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, change management, and business process reengineering solutions. <i>Bachelor's degree in applicable discipline. Graduate level work preferred with 15 years directly related experience. Approximately 10 to 15% of time is allocated to any one particular project and/or on as needed bases.</i>
Technology Specialist I	Assists computer systems analysts by guiding their activities and providing answers to technical questions. Responsible for database computations and organizational technology assessments. Supports staff for technology issues relevant to the project. Supports clients in any technology aspect that is required by the project. Coordinates installation of computer programs and operating systems, and tests, maintains, and monitors computer systems. Reads manuals, periodicals, and technical reports to learn how to develop programs to meet staff and user requirements. Reviews and analyzes computer printouts and performance indications to identify problems. <i>Bachelor's degree in applicable discipline with 5 years directly related experience.</i>

Title	Qualification
Technology Specialist II	Assists computer systems analysts by guiding their activities and providing answers to technical questions. Analyzes and tests computer programs or system to identify errors and ensure conformance to standard. Consults with staff and users to identify operating procedure problems. Formulates and reviews plans outlining steps required to develop programs to meet staff and user requirements. Devises flow charts and diagrams to illustrate steps and to describe logical operational steps of program. Writes documentation to describe and develop installation and operating procedures of programs. Coordinates installation of computer programs and operating systems, and tests, maintains, and monitors computer system. Reads manuals, periodicals, and technical reports to learn how to develop programs to meet staff and user requirements. Writes and revises program and system design procedures, test procedures, and quality standards. Reviews and analyzes computer printouts and performance indications to locate code problems. Modifies programs to correct errors by correcting computer codes. <i>Bachelor's degree in applicable discipline. Graduate level work preferred with 15 years directly related experience. Approximately 10 to 15% of time is allocated to any one particular project.</i>
Training Specialist I	Provides complex training programs. Assists Training Specialist I and supports subject matter experts/trainers. Assigns instructors responsibility for instructional modules and exercises. Conducts rehearsals. Critiques instructor performance and provides remedial training. Provides after-action reports as required. <i>Bachelor's degree in applicable discipline with 5 years directly related experience.</i>
Training Specialist II	Supervises the conduct of complex training programs. Trains and supervises instructors. Assigns instructors responsibility for instructional modules and exercises. Conducts rehearsals. Critiques instructor performance and provides remedial training. Provides after-action reports as required. <i>Master's degree in applicable discipline with 7 years directly related experience.</i>
Web Multimedia Design Master	Designs, develops, implements, and maintains web sites and web pages to deliver or support transition services programs. Works with and coordinates the efforts of programmers, database experts, graphic artists, and functional experts to achieve web site objectives. Participates in meetings with contract customers and other contractor personnel to identify web site requirements and preferences. Conducts testing to ensure that web sites meet all government regulations and restrictions and that the web sites operate on all relevant platforms and with all common browsers. Develops and implements necessary internet security measures to protect the site's integrity and data. <i>Bachelor's degree in applicable discipline. With 5 years directly related experience. Approximately 95 to 100% of time is minimally allocated to client projects. Approximately 95 to 100% of time is minimally allocated to client projects</i>
Web Programmer	Manages a web site by creating content, adapting existing content to a web-friendly format, creating and maintaining logical structure of the content, running web server and other related software, and performing system administration. Converts new and diverse information into a web language such as HTML. Processes images for size, resolution, and format. Researches, evaluates for content, creates, and develops multimedia presentations from inception to distribution. <i>Bachelor's degree in applicable discipline. With 2 years directly related experience. Approximately 95 to 100% of time is minimally allocated to client projects.</i>
Writer/Editor	Develops, directs, and manages the editorial aspects of internal and external communications programs. Works closely with the client and strategic planners to define communications objectives and to ensure requirements are achieved. Also responsible for the writing and editing of high level executive documents, creates a wide variety of written materials. Integrates risk-communication techniques to determine content, tone, and manner of communication in a high demand, fast-paced environment. Applies writing principles consistent with the product. Evaluates and edits copy as required. Conducts periodic trends analysis to determine audience feedback and evaluate effectiveness of the communications campaign. Possesses solid project management skills with regard to strategic and tactical writing styles. <i>Bachelor's degree in applicable discipline with 5 years directly related experience.</i>
* <i>North American Management is an equal opportunity employer and complies with all federal and state requirements.</i>	

NORTH AMERICAN MANAGEMENT'S HOURLY LABOR RATES

Awarded Labor Category	GSA Approved Rates by SIN							
	874-1, 874-1RC, 520 1, 520 1 RC, 520 11, 520 11 RC, 520 12, 520 12 RC, 520 13, 520 13 RC, 520 2, 520 2 RC, 520 22, 520 22 RC, 520 3, 520 3 RC, 520 7, 520 7 RC, 520 8, 520 8 RC, 541 1, 541 1 RC, 541 2, 541 2 RC, 541 3, 541 3 RC, 541 4A, 541 4A RC, 541 4D, 541 4D RC, 541 4E, 541 4E RC, 541 4F, 541 4F RC, 874 4, 874 4 RC, 874 6, 874 6 RC, C132 51, C132 51 RC, C595 21, C595 21 RC.							
	Minimum Education	Minimum Years of Experience	Site	Year 1	Year 2	Year 3	Year 4	Year 5
Administrative Specialist	Associates	5	Both	\$55.65	\$57.04	\$58.46	\$59.93	\$61.42
Administrative Support	High School	2	Both	\$46.31	\$47.46	\$48.65	\$49.87	\$51.11
Associate Business Consultant	Bachelors	5	Both	\$72.90	\$74.72	\$76.59	\$78.50	\$80.46
Business Analyst	Bachelors	15	Both	\$75.50	\$77.38	\$79.32	\$81.30	\$83.33
Business Consultant III	Bachelors	15	Both	\$157.13	\$161.06	\$165.08	\$169.21	\$173.44
Business Consultant II	Bachelors	12	Both	\$111.56	\$114.35	\$117.20	\$120.13	\$123.14
Business Consultant I	Bachelors	10	Both	\$91.05	\$93.33	\$95.66	\$98.05	\$100.51
Graphics Specialist	Bachelors	2	Both	\$77.88	\$79.83	\$81.83	\$83.87	\$85.97
Managing Principal Business Consultant	Masters	15	Both	\$262.46	\$269.02	\$275.75	\$282.64	\$289.71
Meeting Planner	Bachelors	15	Both	\$124.61	\$127.73	\$130.92	\$134.20	\$137.55
Performance Specialist	Bachelors	15	Both	\$109.84	\$112.59	\$115.40	\$118.29	\$121.25
Principal Business Consultant	Masters	15	Both	\$199.87	\$204.87	\$209.99	\$215.24	\$220.62
Production Assistant	High School	1	Both	\$52.28	\$53.59	\$54.93	\$56.30	\$57.71
Program Manager	Bachelors	10	Both	\$102.02	\$104.57	\$107.18	\$109.86	\$112.61
Programmer	Bachelors	15	Both	\$103.04	\$105.62	\$108.26	\$110.97	\$113.74
Programmer Analyst	Bachelors	5	Both	\$79.96	\$81.96	\$84.01	\$86.11	\$88.26
Project Director	Bachelors	15	Both	\$174.41	\$178.77	\$183.24	\$187.82	\$192.51
Project Manager	Bachelors	7	Both	\$123.57	\$126.66	\$129.82	\$133.07	\$136.39
Senior Consultant	Bachelors	10	Both	\$137.87	\$141.32	\$144.85	\$148.48	\$152.19
Senior Director of Delivery	Bachelors	15	Both	\$191.92	\$196.72	\$201.64	\$206.68	\$211.84
Technology Specialist II	Bachelors	15	Both	\$190.92	\$195.69	\$200.59	\$205.60	\$210.74
Technology Specialist I	Bachelors	5	Both	\$119.66	\$122.65	\$125.72	\$128.86	\$132.08
Training Specialist II	Masters	7	Both	\$86.09	\$88.24	\$90.44	\$92.70	\$95.02
Training Specialist I	Bachelors	5	Both	\$67.17	\$68.85	\$70.57	\$72.34	\$74.15
Web Multimedia Design Master	Bachelors	5	Both	\$142.57	\$146.13	\$149.79	\$153.53	\$157.37
Web Programmer	Bachelors	2	Both	\$89.78	\$92.03	\$94.33	\$96.69	\$99.10
Writer/Editor	Bachelors	5	Both	\$74.40	\$76.26	\$78.16	\$80.12	\$82.12

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	01020 Administrative Assistant	2015-4281 Rev. 9

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).

ORDERING PROCEDURES

North American Management clients can order directly off of the GSA Federal Supply Schedule simply by submitting the procurement request to their cognizant procurement officer with the GSA contract number, statement of work, and a specific request to include North American Management in the selection for request for quote. They can even request that North American Management respond as a sole source provider under the FSS if certain circumstances warrant the justification. Award is made based upon the criteria identified in the Request for Quote and is based upon the best overall value for the government.

- Task Orders for services can now be executed within days rather than weeks and months!
- North American Management is a Small Disadvantaged Business, therefore, orders placed against the FSS result in Small Disadvantaged Owned Business credit towards your goals.

Please contact Mr. Ric Murphy, President at 703.812.8822 or at ric.murphy@namgt.com, if you have any questions regarding how to access the GSA Federal Supply Service or if we can be of service to you.