



# GENERAL SERVICES ADMINISTRATION

## Federal Acquisition 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!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

Schedule for - Professional Services Schedule (PSS)

Federal Supply Group: 00CORP Class:

Contract Number: 47QRAA19D000P

## For more information on ordering from Federal Supply Schedules

click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: November 1, 2018 through October 31, 2023

<b>Contractor:</b>	VINTUN LLC 333 John Carlyle St., Suite 540 Alexandria, VA 22314
<b>Business Size:</b>	Small, Disadvantaged, 8(a) Business
<b>Telephone:</b>	717-319-2630
<b>FAX Number:</b>	(844) 880-5110
<b>Web Site:</b>	<a href="https://www.vintunllc.com">https://www.vintunllc.com</a>
<b>E-mail:</b>	matthew.nielsen@vintunllc.com
<b>Contract Administration:</b>	MATTHEW M NIELSEN
<b>Effective Date:</b>	November 1, 2018

## Customer Information:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services
874-501	874-501RC	Supply and Value Chain Management
874-7	874-7RC	Integrated Business Program Support Services



## Contents

For more information on ordering from Federal Supply Schedules .....	1
Customer Information:.....	1
Schedule Items (Special Item Numbers SINs).....	1
874-1: Integrated Consulting Services .....	1
874-501: Supply and Value Chain Management.....	1
874-7: Integrated Business Program Support Services.....	2
Final Pricing .....	4
Service Contract Act (SCA) Matrix.....	6
Labor Category Descriptions.....	6



## **Schedule Items (Special Item Numbers SINs)**

Provided are descriptions of each type of Special Item Number offered under this PSS (Professional Services Schedule)

### ***874-1: Integrated Consulting Services***

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation.

- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

### ***874-501: Supply and Value Chain Management***

Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; Inventory/asset/vendor management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots; Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (Non-radioactive only); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul (MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering



services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain solutions planning and implementation. (note acquisition functions cannot be procured as stand-alone services).

**874-7: Integrated Business Program Support Services**

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout.
- Operational/administrative business support services in order to carry out program objectives.

**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.**

**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.**

**2. Maximum Order: \$1,000,000.00**

**3. Minimum Order: \$100.00**

**4. Geographic Coverage (delivery Area): Domestic and Overseas**

**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: None**

**8. Prompt payment terms: Net 30 days**

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Will Accept.**

**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 affect 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), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 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/](http://www.Section508.gov/).

**25. Data Universal Numbering System (DUNS) number: 079725369**

**26. Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered

**27. Final Pricing:**

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

## Final Pricing

SIN	Labor Category	Base Period				
		Year 1	Year 2	Year 3	Year 4	Year 5
874-1, 874-7, 874-501	Administrative Assistant 2 **	\$46.10	\$47.07	\$48.06	\$49.07	\$50.10
874-1, 874-7, 874-501	Principal Business Analyst	\$118.22	\$120.70	\$123.23	\$125.82	\$128.46
874-1, 874-7, 874-501	Senior Business Analyst	\$82.22	\$83.94	\$85.71	\$87.51	\$89.34
874-1, 874-7, 874-501	Business Analyst	\$75.57	\$77.15	\$78.77	\$80.43	\$82.12
874-1, 874-7, 874-501	Senior Financial Analyst	\$88.99	\$90.86	\$92.76	\$94.71	\$96.70
874-1, 874-7, 874-501	Financial Analyst	\$72.67	\$74.19	\$75.75	\$77.34	\$78.96
874-1, 874-7, 874-501	Business Process Re-Engineering Specialist	\$114.00	\$116.39	\$118.84	\$121.33	\$123.88
874-1, 874-7, 874-501	Junior Business Process Re-Engineering Specialist	\$68.25	\$69.68	\$71.15	\$72.64	\$74.17
874-1, 874-7, 874-501	Senior Consultant	\$211.59	\$216.03	\$220.57	\$225.20	\$229.93
874-1, 874-7, 874-501	Consultant	\$169.27	\$172.82	\$176.45	\$180.16	\$183.94
874-1, 874-7, 874-501	Junior Consultant	\$102.00	\$104.14	\$106.33	\$108.56	\$110.84
874-1, 874-7, 874-501	Senior Technical Writer	\$103.50	\$105.67	\$107.89	\$110.16	\$112.47
874-1, 874-7, 874-501	Junior Technical Writer	\$66.49	\$67.88	\$69.31	\$70.76	\$72.25
874-1, 874-7, 874-501	Junior Program Manager	\$61.05	\$62.33	\$63.64	\$64.98	\$66.34



		Base Period				
SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
874-1, 874-7, 874-501	Senior Project Manager	\$152.32	\$155.52	\$158.78	\$162.12	\$165.52
874-1, 874-7, 874-501	Project Manager	\$139.75	\$142.68	\$145.68	\$148.74	\$151.86
874-1, 874-7, 874-501	Junior Project Manager	\$61.46	\$62.75	\$64.07	\$65.41	\$66.79



U.S. General Services Administration

## Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	Administrative Assistant 01020	WD 15-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

## Labor Category Descriptions

Labor Category	Years of Experience	Education/ Degree	Description
Administrative Assistant 2**	5	High School Diploma	With supervision or as part of a team, provides administrative support to program managers, managers and other staff on the team, document development, document printing/prepping/binding, data entry, filing and file management. Ensures office supplies are up to date. Coordinates time entry by staff, invoice preparation and contract management administrative functions Organizes meetings and all meeting logistics including food, assist with travel reservations, email management. Disseminates information bulletins to staff. Assists with accounts receivable and accounts payable functions, assists with new employee packets and on-boarding of new employees including security documentation. Perform other tasks as required by management.





Labor Category	Years of Experience	Education/ Degree	Description
Principal Business Analyst	10	Master's Degree in associated discipline area. Bachelor's Degree and additional 8 years of experience in associated discipline area.	Oversees the analysis of user needs to determine functional and cross-functional requirements for multiple and complex programs. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Performs functional analysis to identify required tasks and interrelationships. Possesses expert knowledge and experience in the requirements and integration. Works with end-users and developers on implementation and systems integration. Leads development of testing, Quality Assurance processes and requirements traceability. Provides daily supervision and direction to support staff and develops plans and status reports. This includes logistics, business, acquisition and other customer required subject areas.
Senior Business Analyst	10	Bachelor's Degree in associated discipline area.	Analyzes user requirements to determine functional and cross-functional requirements for complex projects. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Performs functional analysis to identify required tasks and their interrelationships. Possesses extensive knowledge and experience in the requirements and integration. Works with end-users and developers on implementation and systems integration. Develops testing and Quality Assurance processes and requirements traceability. Provides supervision and direction to support staff and assists with development of plans and status reports. Oversees more than one project. This includes logistics, business, acquisition and other customer required subject areas.
Business Analyst	4	Bachelor's Degree in associated discipline area.	Analyzes user requirements to determine functional requirements for projects. Performs functional allocation to identify required tasks and their interrelationships. Performs functional analysis to identify required tasks and their interrelationships. Possesses knowledge and experience in the requirements and integration. Works with end-users and developers on implementation and systems integration. Uses testing, Quality Assurance and requirements traceability processes. Provides input to plans and status reports. This includes logistics, business, acquisition and other customer required subject areas.



Labor Category	Years of Experience	Education/ Degree	Description
Senior Financial Analyst	10	Bachelor's Degree in associated discipline area.	Performs complex financial analysis of budgets and schedules needed to meet contractual/project requirements for assigned program or programs. Establishes and defines program plan requirements for assigned work. Monitors and reports performance against plans to ensure that contractual cost and schedule objectives are met. Possesses subject matter expertise in field. Directs preparation of and performs complex studies, reports, and analyses in areas such as budgets, forecasts, financial plans, government requirements, contract requirements, and statistical reports. Performs various complex ad hoc financial analyses as needed. Performs complex analysis of budgets and schedules. Acts as a key technical expert on financial analysis issues. Provides advice and guidance to less experienced staff.
Financial Analyst	4	Bachelor's Degree in associated discipline area.	Fully qualified to provide full range of services in financial analysis issues, concerns, and special projects. Interfaces with top management, responding to their requests for financial data. Resolves reporting and compliance issues. Conducts and may lead audits. May provide work leadership for lower level employees. Develops and executes programmatic budgets and financial plans or assigned programs. Provides financial analysis and general business expertise to various assigned projects/programs. Prepares briefings, financial models, documentation and reports for business or financial case reports. May provide work leadership for lower level employees.
Business Process Re-Engineering Specialist	5	Bachelor's Degree in associated discipline area.	Applies process improvement and re-engineering methodologies and principles to conduct process improvement and modernization projects. Transitions existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Duties may include business process and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. This includes logistics, business, acquisition and other customer required subject areas.



Labor Category	Years of Experience	Education/ Degree	Description
Junior Business Process Re-Engineering Specialist	2	Bachelor's Degree in associated discipline area.	Supports process improvement and re-engineering methodologies and principles to conduct process improvement and modernization projects. Supports transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Supports business process and data modeling, developing modern business methods, identifying best practices and creating and assessing performance measurements. This includes logistics, business, acquisition and other customer required subject areas.
Senior Consultant	10	Bachelor's Degree in associated discipline area.	Oversees and manages all technical, contractual, administration and financial project performance. Assists in the analysis and identification of business processes in requirements determination. Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibility to staff and oversees the successful completion of all assigned tasks. This includes logistics, business, acquisition and other customer required subject areas.
Consultant	5	Bachelor's Degree in associated discipline area.	Plans, organizes and performs work associated with the tasks that are important to the project. Executes project activities and preparation of work products. Provides technical expertise in subject area. Performs analysis and identification of business processes in requirements determination. Monitors the quality of work products to make sure products meet quality standards. Plans work efforts so that schedules and budgets are in line with project objectives. Works as part of the project team and/or works independently. This includes logistics, business, acquisition and other customer required subject areas.
Junior Consultant	2	Bachelor's Degree in associated discipline area.	Supports the planning, organizing and performance of work associated with projects. Contributes to the performance of project activities and preparation of work related to the project. Provides technical expertise in subject area. Assists in the analysis and identification of business processes in requirements determination. Applies quality standards. Assists in planning work efforts and that schedules and budgets are in line with project objectives This includes logistics, business, acquisition and other customer required subject areas.



Labor Category	Years of Experience	Education/ Degree	Description
Senior Technical Writer	10	Bachelor's Degree in associated discipline area.	Designs, plans, writes and produces documentation including reports, manuals and other project deliverables to meet contract requirements. Reviews and edits documents developed by others for accuracy and quality of content, organization, language, format consistency and conformance with established standards. Ensures that final documents meet contract requirements and regulations.
Junior Technical Writer	3	Bachelor's Degree in associated discipline area.	Supports technical writing research and editing functions to prepare briefings, manuals and other contract deliverables to meet contract requirements and responds to requests for information. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style and terminology. Supports preparation, distribution and protection of technical documents.
Junior Program Manager	2	Bachelor's Degree in associated discipline area.	Provides support and limited leadership to small projects, Provides technical and specialized support to moderately complex IT problems. Performs analyses and studies and prepares reports; Gathers facts through research, interviews and surveys. Analyzes the client's business, draws conclusions, prepares final reports and gives presentations. Uses consultative skills and business knowledge to practice business transformation objectives and processes.
Senior Project Manager	8	Bachelor's Degree in associated discipline area.	Performs Joint Application Development (JAD) sessions with business users to gather and analyze requirements. Develops and documents technical requirements from gathered business requirements. Assist with general design and detailed design including user interfaces to meet requirements. Develops of code modules, data loading scripts, testing scripts and batch processes.
Project Manager	6	Bachelor's Degree in associated discipline area.	Supports Joint Application Development (JAD) sessions with business users to gather and analyze requirements. Supports development and documentation of technical requirements from gathered business requirements. Assists with general design and detailed design including user interfaces to meet requirements. Supports development of detailed technical documentation, technical manuals, end-user training and tier 2 user support.



Labor Category	Years of Experience	Education/ Degree	Description
Junior Project Manager	2	Bachelor's Degree in associated discipline area.	Oversees management for the execution multiple, complex projects. Sets overall policy and direction for the engagement, communicates with clients and consulting teams to resolve issues, provide Subject Matter Expertise (SME) in one or more areas of their expertise to projects in their functional areas, act as senior client liaison, oversee contract and financial management for one or more engagements. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Has broad experience and background in the execution and delivery of IT and business projects.