

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service**

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: GSAAdvantage.gov.

**AUTHORIZED MULTIPLE AWARD SCHEDULE
FEDERAL SUPPLY GROUP: PROFESSIONAL SERVICES****Contract Number:** 47QRAA19D008E

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

Contract Period: May 23, 2019 through May 22, 2024

Company Name: GINIA, Inc.
Address: 5500 Cherokee Ave. Suite 220
Alexandria, VA 22312
Telephone: 703-933-3443
Fax Number: 703-991-2578
Email Address: Sales@giniagroup.com
PoC: Jay Hong
PoC Email Address: jhong@giniagroup.com
PoC Telephone: 703-933-3443
Business Size: Small Business

Price list current as of Modification #PS-A812 effective February 6, 2020.

CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross- reference to item descriptions and awarded price(s).

SIN	SIN Description
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Professional and Management Development Training
541614	Deployment, Distribution and Transportation Logistics Services
561210FS	Deployment, Distribution and Transportation Logistics Services
611512	Flight Training
OLM	Order Level Materials

- 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.
- 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 Limit: **\$1,000,000**
3. Minimum Order Limit: **\$100**
4. Geographic coverage (delivery area). **Worldwide**
5. Point(s) of production (city, county, and State or foreign country). **N/A**
6. Discount from list, prices or statement of net price. **Government Net Prices (discounts already deducted).**
7. Quantity Discounts. **N/A**
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 at or below the micro-purchase threshold. **YES, Government Purchase Cards are accepted below the micro-purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **YES, Government Purchase Cards are accepted above the micro-purchase threshold.**
10. Foreign items (list items by country of origin). **N/A**
- 11a. Time of delivery. (Contractor insert number of days.) **To be determined at task order level.**
- 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 lists that have expedited delivery. **To be determined at task order.**
- 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. **To be determined at task order.**
- 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. **To be determined at task order**
12. F.O.B. point(s). **Destination**
- 13a. Ordering address. **5500 Cherokee Ave. Suite 220
Alexandria, VA 22312**
- 13b. 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.
14. Payment address. **5500 Cherokee Ave. Suite 220
Alexandria, VA 22312**

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15. Warranty provision. **N/A**
 16. Export packing charges, if applicable. **N/A**
 17. Terms and conditions of Government purchase card acceptance. **Contact customer.**
 18. Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**
 19. Terms and conditions of installation (if applicable). **N/A**
 - 20a. Terms and conditions of repair parts indicating date of parts, price lists, and any discounts from list prices (if applicable). See Warranty for Repair Parts, If Applicable. **N/A**
 - 20b. 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. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **None**
 - 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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. **N/A**
 25. Data Universal Number System (DUNS) number. **144275893**
 26. Notification regarding registration in System for Award Management (SAM) database.



LABOR CATEGORY DESCRIPTIONS

Allowable Substitutions of Education and Experience

The minimum education and experience will be met when the equivalencies in the tables below are considered.

Additional educational achievements in excess of requirements can be substituted for experience requirements:

Required Education	Actual Education	Additional Years of Experience Credited to GINIA Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4
HS/GED	AAS	2

Additional experience in excess of requirements can be substituted for educational requirements:

Required Education	Actual Education	Additional Years of Experience Needed for Educational
BA/BS	HS/GED	4
MA/MS	HS/GED	6
Ph.D.	HS/GED	No equivalency
MA/MS	BA/BS	2
Ph.D.	BA/BS	No equivalency
Ph.D.	MA/MS	4
BA/BS	AAS	2

LABOR CATEGORIES

Subject Matter Expert

Experience: GINIA's Subject Matter Expert will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: providing expert support with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. The Subject Matter Expert is

typically a former high ranking military or civilian official and recognized by industry as an expert in their specific field.

Functional Responsibility: Performs any/all of the following: provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; and provides specific expertise in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

- **Senior Subject Matter Expert** will have a minimum of 15 years of appropriate experience and a Master's degree or equivalent experience in directly related field or study.
- **Subject Matter Expert** will have a minimum of 10 years of appropriate experience and a Master's degree or equivalent experience in directly related field or study.

Consulting Staff

Experience: GINIA's Consulting Staff will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: experience performing consulting task support.

Functional Responsibility: Performs any/all of the following: supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives; and directs the activities of other staff as necessary on activities related to the specified field or discipline.

- **Senior Consultant** will have a minimum of 5 years of experience and a high school degree or equivalent experience in directly related field or study.

Program Manager

Experience: GINIA's Program Manager will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: demonstrated proficiency in program management, knowledge of the principles and concepts of management and best business management practices and procedures, cost accounting, contracting and procurement; and demonstrated business sense and excellent oral/written communications skills.

Functional Responsibility: Performs any/all of the following: management of multiple teams/projects tasks; participation in technical support; provides work planning; manages contracts, subcontractors and/or vendors; communicates with Project Manager and staff for business improvement programs.

- **Program Manager** will have a minimum of 10 years of experience and a Master's degree or equivalent experience in directly related field or study.

Project Manager (SINs 541611, 611430, 611512)

Experience: GINIA's Project Manager will have the skills requisite to perform the functions described in the client's statement of work. Experience includes: demonstrated proficiency in project management; knowledge of the principles and concepts of management and best business management practices; demonstrated capacity to plan, organize, allocate, and coordinate resources and internal or external program support; and experience providing program team leadership and delegating and developing subordinates.

Functional Responsibility: Performs any/all of the following tasks related to business consulting management: management of staff/personnel for accomplishing tasks; supervises business improvement staff to complete tasks relating to business improvement technical tasks; provides work planning; develops work breakdown structures and budgets; communicates with client and trains new staff/personnel as well as communicates with staff for business improvement; and develops well defined procedures in the delivery of services/support using best commercial management practices.

- **Project Manager** will have a minimum of 5 years of appropriate experience and a Bachelor's degree or equivalent experience in directly related field or study.

Project Manager (SINs 541614, 561210FS)

Experience: GINIA's Project Manager will have the skills requisite to perform the functions described in the client's statement of work. Experience includes: demonstrated proficiency in project management; knowledge of the principles and concepts of management and best business management practices; demonstrated capacity to plan, organize, allocate, and coordinate resources and internal or external program support; and experience providing program team leadership and delegating and developing subordinates.

Functional Responsibility: Performs any/all of the following tasks related to logistics management: management of staff/personnel for accomplishing tasks; supervises business improvement staff to complete tasks relating to business improvement technical tasks; provides work planning; develops work breakdown structures and budgets; communicates

with client and trains new staff/personnel as well as communicates with staff for business improvement; and develops well defined procedures in the delivery of services/support using best commercial management practices.

- **Project Manager** will have a minimum of 5 years of appropriate experience and a Bachelor's degree or equivalent experience in directly related field or study.

Analyst

Experience: GINIA's Analyst will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: determining information systems' architecture, development strategy and standards, system implementation and training requirements; has worked with management and users to analyze, engineer/reengineer, specify, design and improve business processes/applications; and plays a major role in developing and implementing business information systems and applications.

Functional Responsibility: Performs any/all of the following: information engineering, strategic planning, feasibility and cost benefit analysis, statistical/quantitative/qualitative analysis, information security analysis, training, and management of teams/project accomplishing tasks; may participate in research, evaluation and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, testing and technical support; analyzes business workflow and information systems' data models; evaluates websites for usability and content management; and develops well-defined procedures/processes in the delivery of practical systems solutions using best commercial practices.

- **Senior Analyst (SINs 541611, 611430, 611512)** will have a minimum of 8 years of appropriate experience and a Bachelor's degree or equivalent experience in directly related field or study.
 - **Senior Analyst (SINs 541614, 561210FS)** will have a minimum of 8 years of appropriate experience and a Bachelor's degree or equivalent experience in directly related field or study.
 - **Analyst** will have a minimum of 5 years of appropriate experience and a Bachelor's degree or equivalent experience in directly related field or study.
 - **Jr. Analyst (SINs 541614, 561210FS)** will have a minimum of 2 years of appropriate experience and a high school degree or equivalent experience in directly related field or study.

Administrative Specialist

Experience: GINIA's Administrative Specialist will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: demonstrated proficiency in administrative support; knowledge of general office software; ability to type at a minimum of 40 words per minute; ability to plan, organize, and prioritize work assignments; ability to deal successfully with wide range of personnel on all levels; excellent oral/written communications skills; and ability to work under tight deadlines.

Functional Responsibility: Performs any/all of the following: administrative and clerical support to a group of managers or a project; support consists of preparing correspondence, reports, logs, proposals, and other data; maintains records, reports and data; assists in special projects as required; and provides word processing, data entry, filing, copying, telephone assistance, scheduling, maintenance and retrieval of files and records.

- **Senior Administrative Specialist** will have a minimum of 8 years appropriate experience and a high school degree or equivalent experience in directly related field or study.

Coordinator

Experience: GINIA's Coordinator will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: experience as program coordinator or relevant position; knowledge of program management and development procedures; knowledge of budgeting, bookkeeping and reporting; excellent time-management and organizational skills; and outstanding verbal and written communication skills.

Functional Responsibility: Performs any/all of the following: Support planning and coordination of a program and its activities; Ensure implementation of policies and practices; Maintain budget and track expenditures/transactions; Manage media relations, social media, etc.; Schedule and organize meetings/events and maintain agenda; and Keep updated records and create reports or proposals.

- **Coordinator** will have a minimum of 4 years of appropriate experience and a high school degree or equivalent experience in directly related field or study.

Logistic Specialist

Experience: GINIA's Logistic Specialist will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: Experience with MS Office (Excel, Word, Outlook); and Excellent interpersonal communications skills.

Functional Responsibility: Performs any/all of the following: ensure that products returned to the company from the customer have all required information; Communicate with Field Service Engineers to inform them of any missing information; and Log activity into Excel and electronic database.

- **Senior Logistics Specialist** will have a minimum of 8 years of appropriate experience and a high school degree or equivalent experience in directly related field or study.
- **Logistics Specialist** will have a minimum of 5 years of appropriate experience and a high school degree or equivalent experience in directly related field or study.

Acquisition SME

Experience: GINIA's Acquisition SME will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: excellent writing and oral communication skills, excellent organizational skills, strong interpersonal skills, be customer focused and detail oriented, and have the ability to facilitate large or small groups.

Functional Responsibility: Performs any/all of the following: Researches and analyzes acquisition related topics; Researches, analyzes and provides written recommendations for new and innovative acquisition strategies; Development of professional quality briefings, white papers, schedules, etc.; improve the way the customer does business and accelerate processes and technologies.

- **Acquisition SME Level II** will have a minimum of 7 years of appropriate experience and a Bachelor's degree or equivalent experience in directly related field or study.
- **Acquisition SME Level I** will have a minimum of 3 years of appropriate experience and a Bachelor's degree or equivalent experience in directly related field or study.

Senior Technical Writer

Experience: GINIA's Senior Technical Writer will have the skills requisite to perform the functions described in the client's Statement of Work (SOW). Experience includes: excellent writing and oral communication skills, excellent organizational skills, strong attention to detail, ability to work under deadlines, and appropriate knowledge and technical skill.

Functional Responsibility: Performs any/all of the following: drives the creation of a documentation methodology and framework and maintains proper methodology for purposes of consistency and efficiency; Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation; Translates business specifications into user documentation; Plans, writes and maintains systems and user support documentation efforts.

- **Senior Technical Writer** will have a minimum of 10 years appropriate experience and a Bachelor's degree or equivalent experience in directly related field or study

Labor Categories Pricing (Customer Site)

SIN	Award	Site	Year 1	Year 2	Year 3	Year 4	Year 5
541614, 561210FS	Senior Consultant	Customer	\$110.95	\$113.00	\$115.10	\$117.22	\$119.39
541614, 561210FS	Logistics Specialist	Customer	\$65.96	\$67.19	\$68.43	\$69.69	\$70.98
541614, 561210FS	Senior Logistics Specialist	Customer	\$93.14	\$94.87	\$96.62	\$98.41	\$100.23
541614, 561210FS	Senior Analyst	Customer	\$100.29	\$102.15	\$104.04	\$105.96	\$107.92
541614, 561210FS	Project Manager	Customer	\$135.59	\$138.10	\$140.65	\$143.25	\$145.90
541614, 561210FS	Senior Administrative Specialist	Customer	\$67.65	\$68.90	\$70.17	\$71.47	\$72.79
541614, 561210FS	Junior Analyst	Customer	\$59.90	\$61.01	\$62.14	\$63.29	\$64.46
541614, 561210FS	Coordinator	Customer	\$59.93	\$61.04	\$62.17	\$63.32	\$64.49
541611, 611430, 611512	Acquisition SME Level I	Customer	\$124.41	\$126.71	\$129.06	\$131.45	\$133.88
541611, 611430, 611512	Acquisition SME Level II	Customer	\$172.61	\$175.80	\$179.06	\$182.37	\$185.74
541611, 611430, 611512	Analyst	Customer	\$88.56	\$90.20	\$91.87	\$93.57	\$95.30
541611, 611430, 611512	Senior Analyst	Customer	\$118.14	\$120.33	\$122.55	\$124.82	\$127.13
541611, 611430, 611512	Project Manager	Customer	\$129.55	\$131.95	\$134.39	\$136.88	\$139.41

541611, 611430, 611512	Sr. Subject Matter Expert	Customer	\$177.65	\$180.94	\$184.29	\$187.70	\$191.17
541611, 611430, 611512	Subject Matter Expert	Customer	\$155.00	\$157.87	\$160.79	\$163.77	\$166.79
541611, 611430, 611512	Program Manager	Customer	\$163.56	\$166.58	\$169.66	\$172.80	\$176.00
541611, 611430, 611512	Senior Technical Writer	Customer	\$91.40	\$93.09	\$94.81	\$96.56	\$98.35

Labor Categories Pricing (Contractor Site)

SIN	Award	Site	Year 1	Year 2	Year 3	Year 4	Year 5
541614, 561210FS	Senior Consultant	Contractor	\$121.04	\$123.28	\$125.56	\$127.88	\$130.25
541614, 561210FS	Logistics Specialist	Contractor	\$72.03	\$73.36	\$74.72	\$76.10	\$77.51
541614, 561210FS	Senior Logistics Specialist	Contractor	\$101.61	\$103.49	\$105.41	\$107.36	\$109.34
541614, 561210FS	Senior Analyst	Contractor	\$108.41	\$110.41	\$112.46	\$114.54	\$116.66
541614, 561210FS	Project Manager	Contractor	\$147.91	\$150.65	\$153.43	\$156.27	\$159.16
541614, 561210FS	Senior Administrative Specialist	Contractor	\$73.81	\$75.18	\$76.57	\$77.99	\$79.43
541614, 561210FS	Junior Analyst	Contractor	\$65.34	\$66.55	\$67.78	\$69.03	\$70.31
541614, 561210FS	Coordinator	Contractor	\$65.37	\$66.58	\$67.81	\$69.07	\$70.34

541611, 611430, 611512	Acquisition SME Level I	Contractor	\$135.72	\$138.23	\$140.79	\$143.39	\$146.04
541611, 611430, 611512	Acquisition SME Level II	Contractor	\$188.30	\$191.78	\$195.33	\$198.94	\$202.62
541611, 611430, 611512	Analyst	Contractor	\$96.61	\$98.40	\$100.22	\$102.08	\$103.96
541611, 611430, 611512	Senior Analyst	Contractor	\$128.88	\$131.26	\$133.69	\$136.16	\$138.68
541611, 611430, 611512	Project Manager	Contractor	\$141.33	\$143.94	\$146.61	\$149.32	\$152.08
541611, 611430, 611512	Sr. Subject Matter Expert	Contractor	\$193.80	\$197.39	\$201.04	\$204.76	\$208.55
541611, 611430, 611512	Subject Matter Expert	Contractor	\$169.10	\$172.23	\$175.41	\$178.66	\$181.96
541611, 611430, 611512	Program Manager	Contractor	\$178.32	\$181.62	\$184.98	\$188.40	\$191.88
541611, 611430, 611512	Senior Technical Writer	Contractor	\$99.71	\$101.55	\$103.43	\$105.34	\$107.29