



GENERAL SERVICES ADMINISTRATION
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: <http://www.GSAAdvantage.gov>.

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: 47QRAA19D008N
Contract Period: June 2, 2019 – June 1, 2024

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

Contractor: Kapsuun Group, LLC
10505 Furnace Road, Suite 205
Lorton, VA 22079

Business Size: Small Disadvantaged Business

Telephone: 703-493-9980
FAX Number: 703-493-9881
Web Site: <http://www.chenegamios.com/kapsuun-group/>
E-mail: Michelle.Polk@chenega.com
Contract Administration: Michelle L Rexrode Polk, Sr. Contracts Administrator

Pricelist current through Modification **#PS-A824**, effective **August 20, 2020**.

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
541930	541930RC	Translation and Interpretation Services
611630	611630RC	Linguistic Training and Education
OLM	OLMRC	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. See Pricing Page 4.**
- 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. See Labor Category Descriptions Page 5.**
2. **Maximum Order:** For SIN 541930 - \$350,000.00
For SIN 611630 - \$1,000,000.00
For SIN OLM - \$250,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Worldwide
5. **Point(s) of production (city, county, and state or foreign country):** Lorton, VA
6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted.)
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net30. 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):** Not applicable
- 11a. **Time of Delivery (Contractor insert number of days):** Kapsuun Group, LLC will adhere to the delivery schedule as specified by the agency's purchase 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 (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address(es):** Same as Contractor
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. contractor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 079539589
26. **Notification regarding registration in System for Award Management (SAM) database:** Kapsuun Group, LLC is registered in SAM.



**GSA Hourly Rates
For SINs 541930 and 611630**

Labor Category	06/02/19	06/02/20	06/02/21	06/02/22	06/02/23
	–	–	–	–	–
	06/01/20	06/01/21	06/01/22	06/01/23	06/01/24
Analyst	\$46.91	\$47.94	\$49.00	\$50.08	\$51.18
Content Manager	\$37.76	\$38.60	\$39.44	\$40.31	\$41.20
Cultural Advisor I	\$44.33	\$45.30	\$46.30	\$47.32	\$48.36
Cultural Advisor II	\$50.78	\$51.90	\$53.04	\$54.21	\$55.40
Cultural Advisor III	\$70.02	\$71.56	\$73.14	\$74.75	\$76.39
Deputy Program Manager	\$65.91	\$67.36	\$68.85	\$70.36	\$71.91
Deputy Project Manager	\$60.52	\$61.85	\$63.21	\$64.60	\$66.02
ESL Instructor	\$44.17	\$45.14	\$46.13	\$47.15	\$48.19
Instructor I	\$39.45	\$40.32	\$41.21	\$42.11	\$43.04
Instructor II	\$52.84	\$54.00	\$55.19	\$56.40	\$57.64
Instructor III	\$56.49	\$57.73	\$59.00	\$60.30	\$61.62
Instructor IV	\$70.09	\$71.64	\$73.21	\$74.82	\$76.47
IT Technician	\$43.66	\$44.62	\$45.60	\$46.61	\$47.63
Library Technician	\$32.96	\$33.68	\$34.42	\$35.18	\$35.95
Linguist I	\$45.65	\$46.66	\$47.69	\$48.73	\$49.81
Linguist II	\$48.21	\$49.27	\$50.35	\$51.46	\$52.59
Linguist III	\$49.24	\$50.32	\$51.43	\$52.56	\$53.71
Linguist IV	\$69.94	\$71.48	\$73.05	\$74.66	\$76.30
Program Manager	\$96.80	\$98.93	\$101.10	\$103.33	\$105.60
Project Coordinator	\$36.25	\$37.05	\$37.86	\$38.69	\$39.55
Project Manager	\$64.56	\$65.98	\$67.43	\$68.91	\$70.43
Security Manager	\$27.98	\$28.59	\$29.22	\$29.87	\$30.52
Supervisor	\$49.09	\$50.17	\$51.27	\$52.40	\$53.55
Training Manager	\$46.52	\$47.55	\$48.59	\$49.66	\$50.75



Labor Category Descriptions

Analyst

Functional Responsibility: The Analyst provides intelligence support for contingency operations; battle staff and operational-level planning; joint and multi-lateral training exercises; and strategic engagement policy throughout the Areas of Operational Responsibility (AOR) and Areas of Interest (AOI) to include analysis and research for industry, infrastructure, technology, country, geographic area, biographic, and targeted vulnerability. Monitors and analyzes all strategic and operational aspects of political, military, and economic developments for the countries in the AORs and AOIs. Researches, authors, and coordinates threat assessments to support the Commander and the senior leadership. Intelligence analysis may include: Imagery Intelligence (IMINT), Signals Intelligence (SIGINT), Electronic Intelligence (ELINT), Human Intelligence (HUMINT), or Measurement and Signature Intelligence (MASINT).

Minimum Experience: 2 years

Minimum Education: Bachelor's

Content Manager

Functional Responsibility: The Content Manager researches, designs, develops, and presents relevant course materials and curriculum. Courses may be printed, on-line, video, interactive, or classroom presentations. Researches and analyzes the changing environment of the course subject and updates course material and presentations as necessary. Coordinates with linguists for multi-national training scenarios. Gathers, analyzes, and composes technical information. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Minimum Experience: 2 years

Minimum Education: Bachelor's

Cultural Advisor I

Functional Responsibility: The Cultural Advisor I uses interpretive skills to assist and advise project staff in planning operations and establishing mutual trust and understanding between the project staff and the national people. Provides analysis and recommendations regarding military, national political, social, economic, cultural, religious, tribal issues, and other potentially newsworthy trends in the AOR.

Minimum Experience: 1 year

Minimum Education: High School

Cultural Advisor II

Functional Responsibility: The Cultural Advisor II uses interpretive skills to assist and advise project staff in planning operations and establishing mutual trust and understanding between the project staff and the national people. Provides analysis and recommendations regarding military, national political, social, economic, cultural, religious, tribal issues, and other potentially newsworthy trends in the AOR. Acts as a facilitator at meetings between the staff and national officials as deemed appropriate. Gathers information from the local community regarding issues or events of local or regional significance, special events, and celebrations.

Minimum Experience: 3 years

Minimum Education: High School

Cultural Advisor III

Functional Responsibility: The Cultural Advisor III uses interpretive skills to assist and advise project staff in planning operations and establishing mutual trust and understanding between the project staff and the national people. Provides analysis and recommendations regarding military, national political, social, economic, cultural, religious, tribal issues, and other potentially newsworthy trends in the AOR. Acts as a facilitator at meetings between the staff and national officials as deemed appropriate. Gathers information from the local community regarding issues or events of local or regional significance, special events, and celebrations. Serves as a Subject Matter Expert (SME) on tribal, religious, business, cultural, or military affairs of project-related nation. Advises Government officials and performs interpretation activities to senior level authorities.

Minimum Experience: 5 years

Minimum Education: High School

Deputy Program Manager

Functional Responsibility: The Deputy Program Manager assists with guiding or managing a team in planning work and performing duties outlined in the Statement of Work (SOW) or Performance Work Statement (PWS). Assists with performance of day-to-day management of overall contract operations, possibly involving multiple projects and groups of personnel at multiple locations. Assists with the organization, direction, and coordination of planning and production of contract support activities. Serves as a back-up to the Program Manager.

Minimum Experience: 5 years

Minimum Education: Bachelor's

Deputy Project Manager

Functional Responsibility: The Deputy Project Manager (PM) assists and serves as secondary support in managing the implementation of a project or program. Supports the integration of all functions and activities necessary to perform the project/program to meet the client or customer requirements. Assists with the directing of project/program team personnel, managing cost and schedule, ensuring contract compliance, and serving as a deputy in project/program interface.

Minimum Experience: 3 years

Minimum Education: Bachelor's

ESL Instructor

Functional Responsibility: The English as a Second Language (ESL) instructor is provided to customers to teach any level of proficiency/fluency in the English language, in accordance with the specifications of the work request. A lesson plan, which includes language goals, class schedule, duration, desired degree of fluency/proficiency using the ILR, and any other specific needs is provided to the attendees of the class.

Minimum Experience: 2 years

Minimum Education: Bachelor's

Instructor I

Functional Responsibility: The Instructor I is responsible for instructing participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, Computer-Based Training (CBT), or Web-Based Training (WBT). Assesses or tests participants on learning objectives. Duties may include participation in course definition and development, with primary focus on course delivery. May also perform post-event follow-up activities such as documenting on site user training statistics and lessons learned and participating in status calls related to the training.

Minimum Experience: 1 year

Minimum Education: Bachelor's

Instructor II

Functional Responsibility: The Instructor II is responsible for instructing participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, CBT, or WBT. Assesses or tests participants on learning objectives. Duties may include participation in course definition and development, with primary focus on course delivery. May also perform post-event follow-up activities such as documenting on-site user training statistics and lessons learned, and participating in status calls related to the training. Receives assignments in the form of objectives and establishes goals to meet objectives. Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors.

Minimum Experience: 2 years

Minimum Education: Bachelor's

Instructor III

Functional Responsibility: The Instructor III is responsible for instructing participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, CBT, or WBT. Assesses or tests participants on learning objectives. Duties may include participation in course definition and development, with the primary focus on course delivery. May also perform post-event follow-up activities such as documenting on-site user training statistics, and lessons learned and participating in status calls related to the training. Uses expertise in providing instruction to define operational objectives, complete assignments with high proficiency, and act as a strategic resource. Works on extremely complex problems where analysis of situations or data requires an evaluation of intangible variables. Exercises independent judgment in developing methods, techniques, and evaluation criteria for obtaining results.

Minimum Experience: 4 years

Minimum Education: Bachelor's

Instructor IV

Functional Responsibility: The Instructor IV is responsible for instructing participants on services, procedures, processes, techniques, tactics, products, or skills development. Course delivery typically includes a variety of formats such as lecture, lab exercises, field training, CBT, or WBT. Assesses or tests participants on learning objectives. Duties may include participation in course definition and development, with the primary focus on course delivery. May also perform post-event follow-up activities such as documenting on-site user training statistics, and lessons learned and participating in status calls related to the training. Uses expertise in providing instruction to define operational objectives, complete assignments with high proficiency, and act as a strategic resource. Works on extremely complex problems where analysis of situations or data requires an evaluation of intangible variables. Exercises independent judgment in developing methods, techniques, and evaluation criteria for obtaining results. Supervises or provides guidance to other personnel.

Minimum Experience: 6 years

Minimum Education: Bachelor's

IT Technician

Functional Responsibility: The Information Technology (IT) Technician provides support for all computers, systems, and software used within classrooms, labs, Learning Centers, and libraries that support training.

Minimum Experience: 3 years

Minimum Education: Bachelor's

Library Technician

Functional Responsibility: The Library Technician manages the documentation department in accordance with organizational policies and goals. Develops standard documentation methods to effectively communicate product concepts and use. Ensures any necessary internal process documentation.

Minimum Experience: 3 years

Minimum Education: Associate's

Linguist I

Functional Responsibility: The Linguist I performs a variety of technical language services project support tasks including interpretation and/or translation services and analyses.

Minimum Experience: 2 years

Minimum Education: High School

Linguist II

Functional Responsibility: The Linguist II performs a variety of technical language services project support tasks including interpretation and/or translation services and analysis. Provides language services technical expertise by conducting and/or participating in the strategic, tactical, and operational aspects of projects.

Minimum Experience: 1 year

Minimum Education: Bachelor's

Linguist III

Functional Responsibility: The Linguist III performs a variety of technical language services project support tasks including interpretation and/or translation services and analysis. Provides language services technical expertise by conducting and/or participating in the strategic, tactical, and operational aspects of projects. Plans and designs language service projects. Develops or directs the development of findings, draws conclusions, and developments recommendations. Prepares and presents reports.

Minimum Experience: 2 years

Minimum Education: Bachelor's

Linguist IV

Functional Responsibility: The Linguist IV performs a variety of technical language services project support tasks including interpretation and/or translation services and analysis. Provides language services technical expertise by conducting and/or participating in the strategic, tactical, and operational aspects of projects. Plans and designs language service projects. Develops or directs the development of findings, draws conclusions, and developments recommendations for language services. Prepares and presents reports. Directs other linguists in their tasks.

Minimum Experience: 4 years

Minimum Education: Bachelor's

Program Manager

Functional Responsibility: The Program Manager guides and manages a team in planning work and performing duties outlines in a SOW or PWS. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at dispersed locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and modifies as needed the corporate management structure to direct effective contract support activities.

Minimum Experience: 7 years

Minimum Education: Bachelor's

Project Coordinator

Functional Responsibility: The Project Coordinator carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Responds to routine telephone requests which have standard answers, and refers calls and visitors to appropriate staff. Controls mail and assures timely staff response, and may send form letters. Maintains supervisor's calendar, makes appointments, and arranges for meeting rooms. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; replenishes supplies, printing, maintenance, or other services. Types, takes, and transcribes dictation, and establishes and maintains office files.

Minimum Experience: 2 years

Minimum Education: Associate's

Project Manager

Functional Responsibility: The PM is responsible for managing the implementation of projects or programs. Plans, coordinates, and manages the actions taken by an organization to acquire and execute a specific piece of business. Integrates all functions and activities necessary to perform the project/program to meet the client or customer requirements. Plans and implements actions by the program/project team to define and implement technical baseline and meet quality requirements for project/program products and services. Directs project/program team personnel, manages cost and schedule, ensures contract compliance, and serves as program interface. Responsibilities include planning, organizing, directing, and tracking all aspects of the project/program, including technology, schedule, cost, contract, and customer satisfaction. Interfaces with task and functional leaders, subcontractors, support personnel, customers, and upper management. Responsible for managing small to moderate risk project/program with responsibility for managing many tasks or functions of a single project/program.

Minimum Experience: 5 years

Minimum Education: Bachelor's

Security Manager

Functional Responsibility: The Security Manager is responsible for the management of all aspects of security programs and other security activities. Responsible for overall planning, directing, and organizing programs of one or more sites/facilities. Ensures compliance with security policies and procedures to ensure the efficient operation of the function. Reviews and investigates non-compliance issues.

Minimum Experience: 1 year

Minimum Education: Bachelor's

Supervisor

Functional Responsibility: The Supervisor serves as a Site Lead and possesses overall management and oversight responsibility for operations, personnel, budget, and customer relations in connection with a specific project or program. Collects, reviews, validates, and reports employee time and expense data. Receives and executes delivery orders; ensures quality performance; tracks and reports project and program status to customers; manages all property in accordance with contract requirements; implements Human Resources (HR) and finance procedures and policies; and interfaces with customer representatives and program/project employees.

Minimum Experience: 3 years

Minimum Education: Bachelor's

Training Manager

Functional Responsibility: The Training Manager develops, directs, plans, delivers, and evaluates training programs or activities to meet external customer or internal employee learning objectives. Provides instruction and training to customers on services, procedures, processes, techniques, tactics, products, or skill development. Assignments may include needs analysis; custom course development; development of criteria for evaluating the effectiveness of course objectives; and evaluation and learning assessments. Collaborates with customer or internal functional organization to develop, enhance, and/or evaluate new or existing learning objectives and course content. May create course curriculum, training materials, visual aids, and documentation to support a variety of instructional formats such as lecture, lab exercises, field training, CBT, and/or WBT. May develop exam materials and may be responsible for testing and qualitative evaluation of participant's attainment of learning objectives. Monitors and evaluates training programs, assesses results, and implements enhancements as needed.

Minimum Experience: 3 years

Minimum Education: Bachelor's

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Equivalent Degree

High School
Associate's
Bachelor's

Experience

1 year of relevant experience
2 years relevant experience
Associate's degree + 2 years relevant experience or 4 years relevant experience
Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience