GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

SCHEDULE TITLE: PROFESSIONAL SERVICES SCHEDULE (PSS)
FEDERAL SUPPLY GROUP: 00CORP

Malbaie Solutions Inc.
23929 BURDDETTE FOREST RD
CLARKSBURG, MD, 20871
Phone: 240-274-8240
Contract Administrator: Brice Rhee
E-Mail: brice.rhee@malbaie.com

Contract Number: 47QRAA19D00AC

Period Covered by Contract: July 18th, 2019 through July 17th, 2024
General Services Administration
Federal Acquisition 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 GSAAvantage®, a menu-driven database system. For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov.
Customer Information

1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices.
   Special Item Number 874-1 & 874-1RC: Integrated Consulting Services
   Special Item Number 874-7 & 874-7RC: Integrated Business Program Support Services

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 Approved GSA Pricing

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.
   See Approved GSA Pricing

2. Maximum order.
   $1,000,000

3. Minimum order.
   $100

4. Geographic coverage.
   The Geographic Scope of Contract will be Domestic and Overseas - Worldwide.

5. Point of production.
   Same as company address

6. Discount from list prices or statement of net price.
   Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity discounts.
   Quantity/Volume Discounts of 2.0% off each single task order exceeding $350,000
   Quantity/Volume Discounts of 3.0% off each single task order exceeding $500,000

8. Prompt payment terms.
   0% - net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9a. The Government Purchase Card will be accepted for payment on orders below the micro-purchase threshold.

9b. The Government Purchase Card will not be accepted for payment on orders above the micro-purchase threshold.
10. Foreign items.
   All items are Trade Agreements Act complaint.

11a. Time of delivery.
   As specified on agency task order and mutually agreed.

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.
   As specified on agency task order and mutually agreed.

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.
   As specified on agency task order and mutually agreed.

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.
   As specified on agency task order and mutually agreed.

12. F.O.B. point.
   Destination

13a. Ordering address.
   Same as company address

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.
   Same as company address

15. Warranty provision.
   Standard Commercial Warranty

16. Export packing charges, if applicable.
   Not Applicable

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 are not applicable.

19. Terms and conditions of installation are not applicable.

20. Terms and conditions of repair parts are not applicable.
20a. Terms and conditions for any other services.

   See critical information section for SIN specific warranty information.

21. List of service and distribution points:

   Same as company address

22. List of participating dealers is not applicable.

23. Preventive maintenance is not applicable.

24a. Special attributes such as environmental attributes are not applicable.

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/

   http://www.malbaie.com/

25. Data Universal Number System (DUNS) number: 079347943

26. Notification regarding registration in SAM.gov database: 75BE0
Labor Category Descriptions

1. Requirements Analyst

**Responsibility:** Analyzes user and stakeholder needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides group facilitation, interviewing, training, and other forms of knowledge transfer, and other support duties. Implements requirements at the direction of more senior team member.

**Education:** Bachelor’s Degree in Business or Related Discipline.

**Experience:** Minimum 2 years of work experience.

2. Business Analyst I

**Functional Responsibility:** Assists in performing analysis of mission-oriented business processes to determine, formulate, and design transformational strategies and actions. Aids in business policy and regulation development and compliance, business process reengineering, and implementation plans. Participates in group facilitation services, interviews, and additional forms of knowledge transfer. Provides advice on best practices, including interpreting and creating business models.

**Education:** Bachelor’s Degree in Business or Related Discipline.

**Experience:** Minimum 2 years of work experience.

3. Sr. Management Analyst

**Functional Responsibility:** Provides consulting services drawing upon observed best practices and industry standards. Possesses domain specific experience with the specific systems, workflows, technologies, etc. Implements strategic information technology processes to enable customers to improve performance and sustainability. Provides feedback and input on solution improvements. Provides training to customers and users. Has experience managing a team of personnel and project management.

**Education:** Bachelor’s Degree in Business or Related Discipline.

**Experience:** Minimum 3 years of work experience.

4. Project Coordinator

**Functional Responsibility:** Responsible for coordination of individual or multiple projects including quality control, communications and assisting managers and directors in ensuring quality and timely completion of projects within time frame and budget. Prepares daily, weekly and semimonthly project status reports and shall assist the Project Manager in the analysis of statistical data relating to staff productivity, accuracy rates and staff attendance.

**Education:** Associates Degree (Bachelor’s Preferred) in Business or Related Discipline.

**Experience:** Minimum 8 years of work experience.
5. **Project Manager**

**Functional Responsibility**: Performs day-to-day management of assigned delivery order. Works directly with Government management to ensure project goals are clearly defined and all parties have a common understanding of expectations. Administers and reports status of project costs, scope, schedule, resources, and issues. Produces task order deliverables and applies quality assurance measures within the subject task order. Reviews and approves work products generated and ensures products meet client requirements as identified within the task order. Organizes, directs, and coordinates planning and production of all contract support activities.

**Education**: Bachelor’s Degree in Business or Related Discipline.

**Experience**: Minimum 5 years of work experience.

6. **Subject Matter Expert II**

**Functional Responsibility**: Expert in their industry, management, or business area. Advises on how to address complex problems and design practical solutions. Assist other project members with analysis, evaluation, preparation of recommendations for process or system improvements, optimization, development, and/or maintenance efforts. Provides strategic and operational advice to Government personnel. Brings mission and industry specialty knowledge to solve problems on complex projects.

**Education**: Master’s Degree in Business or Related Discipline.

**Experience**: Minimum 5 years of work experience.

7. **Business Analyst III**

**Functional Responsibility**: Provides expertise in performing analysis of mission-oriented business processes to determine, formulate, and design transformational strategies and actions. Provides advice and assistance in business policy and regulation development and compliance, business process reengineering, and implementation plans. Leads group facilitation services, interviews, and additional forms of knowledge transfer. Provides advice on best practices, including interpreting and creating business models.

**Education**: Bachelor’s Degree in Business or Related Discipline.

**Experience**: Minimum 6 years of work experience.

8. **Program Manager**

**Functional Responsibility**: Leads highly visible, complex projects and initiatives in support of an Agency's mission-oriented business functions. Responsible for the definition, implementation, and execution of programs within the organization. Manages business professionals, including planning, assigning, and tracking work plans, tasks, and individual assignments. Estimates and schedules multiple, concurrent, complex tasks.

**Education**: Bachelor’s Degree (Master’s preferred) in Business or Related Discipline.

**Experience**: Minimum 10 years of work experience.
SUBSTITUTIONS
Malbaie Solutions Inc reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.
1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.

Awarded Pricing

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