

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

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Multiple Award Schedule (MAS) **Federal Supply Group: Professional Services**

Contract Number: 47QRAA19D00AS
Contract Period: July 25, 2019 – July 24, 2024

Contractor: OTHSOLUTIONS INCORPORATED
13943 South Springs Drive
Clifton, Virginia 20124-2453

Business Size: Small Business, Woman Owned Business

Telephone: 703-915-2239
FAX Number: N/A
Web Site: www.othsolutions.net
E-mail: susan.hyjek@othsolutions.net
Contract Administration: Susan L Hyjek

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
541611	N/A	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	N/A	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: see page 3.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education: see pages 4-6.

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

3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only; includes 48 States and Washington DC
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.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items (list items by country of origin):** None
- 10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 10b. **Expedited Delivery:** Contact Contractor
- 10c. **Overnight and 2-day delivery:** Contact Contractor
- 10d. **Urgent Requirements:** Contact Contractor
11. **F.O.B. Points(s):** Destination
- 12a. **Ordering Address(es):** Same as Contractor
- 12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found in Federal Acquisition Regulations (FAR) 8.405-3.
13. **Payment address(es):** Same as company address
14. **Warranty provisions:** Contractor's standard commercial warranty.
15. **Export Packing Charges (if applicable):** N/A
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A

21. Preventive maintenance (if applicable): N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 22b. Section 508 compliance: N/A
23. Unique Entity Identifier (UEI) number: UU3UUQGD82P3
24. Notification regarding registration in System for Award Management (SAM) database: Registered and active

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

SIN(s)	Labor Category	Min EDU	Min EXP	Facility	GSA Price (w/IFF)
541611 OLM	Analyst 2	Bachelors	3	Customer Facility	\$64.48
541611 OLM	Analyst 3	Bachelors	6	Customer Facility	\$75.57
541611 OLM	Consultant 2	Bachelors	6	Customer Facility	\$96.73
541611 OLM	SME 2	Bachelors	10	Customer Facility	\$110.83
541611 OLM	SME 3	Bachelors	15	Customer Facility	\$125.94
541611 OLM	** Administrative Professional 1	Associates	1	Customer Facility	\$42.04
541611 OLM	** Administrative Professional 3	Bachelors	6	Customer Facility	\$59.60
541611 OLM	** Technical Writer 1	Bachelors	1	Customer Facility	\$47.15
541611 OLM	** Technical Writer 3	Bachelors	6	Customer Facility	\$73.63
541611 OLM	Operations Analyst 2	Bachelors	3	Customer Facility	\$67.80
541611 OLM	Project Manager 1	Bachelors	6	Customer Facility	\$73.35
541611 OLM	Program Manager 1	Bachelors	10	Customer Facility	\$98.06

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Professional 1**	01111 – General Clerk III	2015-4281
Administrative Professional 3**	01020 – Administrative Assistant	2015-4281
Technical Writer 1**	30461 – Technical Writer I	2015-4281
Technical Writer 3**	30463 – Technical Writer III	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Labor Category Descriptions (substitution chart below)

Labor Category	Functional Responsibilities	Years of Experience	Education and Training
Analyst 2	Possesses demonstrated knowledge and experience in applying analytic methodologies and principles to address client needs related to mission-oriented business functions. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of a project's and/or program's strategic direction. Performs data collection, interviewing, data modeling, project testing and the creation of performance measurements.	3	Bachelors Degree - preferably in the fields of public policy, government business, administration and/or organizational management
Analyst 3	A recognized leader in mission-oriented business functions who manages the application of analytic techniques and helps define a project's and/or program's strategic direction. Provides methodological leadership and vision to the client. Resolves complex problems by applying an in-depth knowledge of analytic principles. Directs the activities of junior analysts or other staff, as necessary, on activities related to the application of analytical techniques and methodologies. Demonstrates managerial and supervisory skills.	6	Bachelors Degree - preferably in the fields of public policy, government business, administration and/or organizational management
Consultant 2	Possesses demonstrated knowledge in the designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy and/or standard methodologies.	6	Bachelors Degree - preferably in the fields of public policy, government business, administration and/or organizational management
Subject Matter Expert (SME) 2	Provides subject matter expertise to support mission-oriented functions as well as project and/or program objectives. Implements strategy, dictating direction and management of support services in a specified field. Meets regularly with the client to discuss performance, propose initiatives and establish priorities.	10	Bachelors Degree - preferably in the fields of public policy, government business, administration and/or organizational management Professional Certification Preferred
Subject Matter Expert (SME) 3	Provides subject matter expertise to support mission-oriented functions as well as project and/or program objectives. Manages a team of subject matter experts. Develops strategy, dictating direction and management of support services. Meets regularly with the client to discuss performance, propose initiatives and establish priorities.	15	Bachelors Degree - preferably in the fields of public policy, government business, administration and/or organizational management Professional Certification Preferred

Labor Category	Functional Responsibilities	Years of Experience	Education and Training
Administrative Professional 1	Provides general administrative and clerical services in support of mission-oriented functions as well as project and/or program objectives. Support may include word processing, filing, graphics, database maintenance and quality assurance.	1	Associates Degree - preferably in the fields of administration and/or organizational management
Administrative Professional 3	Provides administrative, program/project assistant, and administrative oversight support services in support of mission-oriented functions as well as project and/or program objectives. May provide secretarial, word processing, graphics, desktop publishing and editing support.	6	Bachelors Degree - preferably in the fields of administration and/or organizational management
Technical Writer 1	Originates and prepares written material, such as scripts, stories, advertisements and other materials in support of mission-oriented functions as well as project and/or program objectives.	1	Bachelors Degree - preferably in the fields of communications and/or English
Technical Writer 3	Originates and prepares written material, such as scripts, stories, advertisements and other materials in support of mission-oriented functions as well as project and/or program objectives. Provides guidance to writing staff on format and content requirements. Leads quality control reviews of all project documentation.	6	Bachelors Degree - preferably in the fields of communications and/or English
Operations Analyst 2	Formulates and applies mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation or other managerial functions. May collect and analyze data and develop decision support software, service or products. May develop and supply optimal time, cost or logistics networks for program evaluation, review or implementation in support of mission-oriented functions as well as project and/or program objectives.	3	Bachelors Degree - preferably in the fields of operations research, math and/or organizational management
Project Manager 1	Assumes the role of senior leader on a program, project or task. Possesses experience in project and task management. Responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work. to include both technical and financial solutions. Organizes, directs and coordinates the planning and production of all activities associated with assigned tasks.	6	Bachelors Degree - preferably in the fields of public policy, government business, administration and/or organizational management
Program Manager 1	Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. Maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on an organization's strategic objectives, requiring subject matter and/or unique technical knowledge. Responsible for managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects. Plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management and monitors overall contract performance.	10	Bachelors Degree - preferably in the fields of public policy, government business, administration and/or organizational management PMP Certification Preferred

Education-Experience Substitution Methodology

Labor Category Minimum Requirements			Substitutions				
Labor Category	Minimum Education	Minimum Experience	PhD	Masters	Bachelors	Associates	High School
Analyst 2	Bachelors	3	N/A	1		5	7
Analyst 3	Bachelors	6	2	4		8	10
Consultant 2	Bachelors	6	2	4		8	10
Subject Matter Expert (SME) 2	Bachelors	10	6	8		12	14
Subject Matter Expert (SME) 3	Bachelors	15	11	13		17	19
Administrative Professional 1	Associates	1	N/A	N/A	N/A		3
Administrative Professional 3	Bachelors	6	2	4		8	10
Technical Writer 1	Bachelors	1	N/A	N/A		3	5
Technical Writer 3	Bachelors	6	2	4		8	10
Operations Analyst 2	Bachelors	3	N/A	1		5	7
Project Manager 1	Bachelors	6	2	4		8	10
Program Manager 1	Bachelors	10	6	8		12	14