General Services Administration

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 for – Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: 47QRAA19D00AY

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

Contract Period: July 31, 2019 through July 30, 2024

Contractor: POTOMAC HAVEN INC.
4601 FAIRFAX DR., SUITE 1200
ARLINGTON, VA 22203-1559

Business Size: Small Business
Certified Economically Disadvantaged Woman-Owned
Certified Woman-Owned
Minority-Owned, 8a

Telephone: (703)-533-0150
FAX Number: (703) 533-0150
Web Site: www.potomachaven.com
E-mail: info@potomachaven.com
Contract Administration: Tammy White

Price list current as of Modification #PS-0004 02/03/2021
INTRODUCTION
We are Potomac Haven, your trusted business partner.

Potomac Haven Inc. is an integrated business consulting firm employing professionals with diverse knowledge, expertise and skillsets to face the challenges and opportunities of today’s interconnected world.

Our services include:
• Strategic Communications, Marketing Communications, Content Strategy and Implementation, Digital Media Management, Data Analytics and Portfolio management.
• IT Consulting and Advisory, Business Analysis and Business Process Management

PRACTICE AREAS
Healthcare, Energy, Technology, Defense, Science among others

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54161</td>
<td>541611RC</td>
<td>Integrated Consulting Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Not Applicable, Services Only

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.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7/31/20</td>
<td>7/31/20</td>
<td>7/31/20</td>
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<td>7/31/20</td>
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<td>19</td>
<td>20</td>
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<td>Senior Consultant I</td>
<td>$120.25</td>
<td>$120.25</td>
<td>$123.25</td>
<td>$126.33</td>
<td>$129.49</td>
</tr>
<tr>
<td>54161</td>
<td>Analyst I</td>
<td>$83.22</td>
<td>$83.22</td>
<td>$85.30</td>
<td>$87.43</td>
<td>$89.62</td>
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<tr>
<td>54161</td>
<td>Communications Specialist II</td>
<td>-</td>
<td>$137.73</td>
<td>$141.17</td>
<td>$144.70</td>
<td>$148.32</td>
</tr>
<tr>
<td>54161</td>
<td>Analyst II</td>
<td>-</td>
<td>$138.59</td>
<td>$142.05</td>
<td>$145.61</td>
<td>$149.25</td>
</tr>
</tbody>
</table>

2. Maximum Order: $1,000,000.00
3. **Minimum Order:** $100.00

4. **Geographic Coverage (delivery Area):** Domestic Only

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:**
   - 1.5% for task orders between $250,000.00 and $500,000.00; and
   - 2% for task orders over $500,000.00

8. **Prompt payment terms:** Net 30.
   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. Items available for expedited delivery are noted in this price list.”: 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 address

12b. 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.

13. Payment address(es): Same as Contractor address

14. Warranty provision: 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

17a. Terms and conditions of installation (if applicable): N/A

17b. Terms and conditions for any other services (if applicable): N/A

18. List of service and distribution points (if applicable): N/A

19. List of participating dealers (if applicable): N/A

20. Preventive maintenance (if applicable): N/A
20a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

22b. 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/. NA

23. Data Universal Numbering System (DUNS) number: 079822098

24. Notification regarding registration in Central Contractor Registration (CCR) database: SAM

Labor Categories Pricing

<table>
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<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 1 7/31/2019 to 7/30/2020</th>
<th>Year 2 7/31/2020 to 7/30/2021</th>
<th>Year 3 7/31/2021 to 7/30/2022</th>
<th>Year 4 7/31/2022 to 7/30/2023</th>
<th>Year 5 7/31/2023 to 7/30/2024</th>
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<td>$120.25</td>
<td>$123.25</td>
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The Service Contract Labor Standards: The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
LABOR CATEGORY DESCRIPTIONS

Senior Consultant I

Minimum Education: Bachelor’s Degree
Minimum Years’ Experience: 3 years

Functional Responsibilities:
• Possesses demonstrated knowledge and experience in the development of solutions, recommendations, or outcomes across multiple complex tasks.
• Applies analytical disciplines to support the planning, analysis, design, and implementation of business systems across a major sector of the enterprise.
• Supports enterprise strategic systems and information planning and analysis.
• Demonstrates proven project management skills.
• May direct the activities of more junior consultants or other staff as necessary.
• Exhibits exceptional oral and written communications skills.

Analyst I

Minimum Education: Bachelor’s Degree
Minimum Years’ Experience: 0 years

Functional Responsibilities:
• Gathers and analyzes information to identify need areas, defines objectives and scope of work, and develops recommendations.
• Assists in formulating, designing and presenting project approaches, implementing recommended solutions, and interfacing with customers on technical issues.
• Supports the business or functional analysis component of projects.
• Performs other functions and activities to support the implementation of projects.
• Exhibits exceptional oral and written communications skills.

Communication Specialist II
Minimum Education: Bachelor’s Degree
Years Experience: 5 years of experience

Provides communications and knowledge management support to a diverse portfolio of internal and external projects. Supports content strategy development and outreach appropriate for multiple communication channels. Manages and contributes to editorial products including but not limited to articles, blogs, media advisories, press releases, newsletters, project reports, video scripts, social media and other communication materials as needed. Develops internal communication and change management programming. Assists with conference and event planning and logistics.
Analyst II
Minimum Education: Bachelor's Degree
Years Experience: 5 years of experience

Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Develops business methods for problem solving, process improvement and solutions implementation. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Gathers and analyzes information to identify need areas, defines objectives and scope of work, and develops recommendations. Assists in formulating, designing and presenting project approaches, implementing recommended solutions, and interfacing with customers on technical issues. Areas of focus include but are not limited to business performance, organizational and business improvement and modernization, business and economic case analysis, internal control and enterprise risk assessment. Performs other functions and activities to support the implementation of projects.