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 GSA Advantage® is:  
http://www.gsaadvantage.gov

Schedule for - Professional Services Schedule (PSS)  
Federal Supply Group: 00CORP  
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

Contract Period:

Contractor:  
SMART1 Management Solutions, LLC  
14414 Old Mill Road, Suite 201  
Upper Marlboro, MD 20772  
Phone: (240) 510-3587  
Fax: (301) 218-8978  
Website: www.smart1managementsolutions.org  
Contract Administration: Katherine Matthews  
Email: k.matthews@smart1managementsolutions.com

Contract Number: 47QRAA19D00BB  
Period Covered by Contract: August 12, 2019- August 11, 2024  
DUNS: 079094718

Business Size: Small, Disadvantaged, Economically Disadvantaged Woman Owned Business
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1a. AWARDED SPECIAL ITEM NUMBER:

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<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>520-21</td>
<td>Program Management Services</td>
</tr>
<tr>
<td>874-6</td>
<td>Acquisition Management Services</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED ITEM. See Pricelist.

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. HOURLY RATES: See Pricelist. (Includes discount and IFF)

2. MAXIMUM ORDER GUIDELINE. $1,000,000 per order

3. MINIMUM ORDER. $100 per order or negotiated at the task order level.

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

4. GEOGRAPHIC COVERAGE. 50 States, Washington DC

5. PRODUCTION POINT. Same as company address.

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE. GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. QUANTITY DISCOUNTS. 1% on all task orders exceeding $250,000; an additional 2% on all task orders exceeding $500,000
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.

9a. GOVERNMENT PURCHASE CARDS.
   Accepted at or below the micro-purchase threshold

9b. GOVERNMENT PURCHASE CARDS.
   Accepted above the micro-purchase threshold

10. FOREIGN ITEMS. None

11a. TIME OF DELIVERY. Specified on the task order.

11b. EXPEDITED DELIVERY. 15 days or negotiated at the task order level. Contact contractor.

11c. OVERNIGHT AND 2-DAY DELIVERY. As mutually agreed on between the vendor and ordering activity. Contact contractor.

11d. URGENT REQUIREMENTS. As mutually agreed on between the vendor and ordering activity. Contact contractor.

12. FOB POINT. Destination

13a. ORDERING ADDRESS. 14414 Old Mill Road, Suite 201, Upper Marlboro, MD, 20772

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. 14414 Old Mill Road, Suite 201, Upper Marlboro, MD, 20772

15. WARRANTY PROVISION. Contractor’s standard commercial warranty.

16. EXPORT PACKING CHARGES. Not applicable
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase threshold) Contact Contractor.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR. Not applicable

19. TERMS AND CONDITIONS OF INSTALLATION. Not applicable.

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES. Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS. Not applicable

22. LIST OF PARTICIPATING DEALERS. Not applicable

23. PREVENTIVE MAINTENANCE. Not applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES. Not applicable

24b. INDICATE SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY SUPPLIES AND SERVICES. www.Section508.gov/

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER. 079094718

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM), PREVIOUSLY CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE. Registration valid
27. FINAL PRICING
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</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>520-21</td>
<td>Program Analyst I</td>
<td>$74.63</td>
<td>$76.12</td>
<td>$77.65</td>
<td>$79.20</td>
<td>$80.78</td>
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<tr>
<td>520-21</td>
<td>Program Analyst II</td>
<td>$113.58</td>
<td>$115.85</td>
<td>$118.17</td>
<td>$120.54</td>
<td>$122.95</td>
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<td>874-6</td>
<td>Acquisition Specialist I</td>
<td>$87.79</td>
<td>$89.54</td>
<td>$91.33</td>
<td>$93.16</td>
<td>$95.02</td>
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<tr>
<td>874-6</td>
<td>Acquisition Specialist II</td>
<td>$118.39</td>
<td>$120.76</td>
<td>$123.17</td>
<td>$125.64</td>
<td>$128.15</td>
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<tr>
<td>520-21</td>
<td>Business Analyst II</td>
<td>$95.14</td>
<td>$97.04</td>
<td>$98.98</td>
<td>$100.96</td>
<td>$102.98</td>
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<tr>
<td>520-21</td>
<td>Program Manager II</td>
<td>$126.80</td>
<td>$129.34</td>
<td>$131.92</td>
<td>$134.56</td>
<td>$137.25</td>
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LABOR CATEGORY DESCRIPTIONS

<table>
<thead>
<tr>
<th>Acquisition Specialist I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
</tr>
<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
</tbody>
</table>
### Acquisition Specialist II

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>11 years</td>
</tr>
</tbody>
</table>

**Responsibilities:**
Provides acquisition expertise in their specialty area. Assists in acquisition planning including market research acquisition document development. Supports proposal evaluations and contract administration support services and provides strategic planning on acquisition approaches. Has a thorough understanding of all aspects of the acquisition cycle, requirements, planning, solicitation management, source selection, negotiations, contract award, contract administration and contract closeouts.

### Business Analyst II

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>6 years</td>
</tr>
</tbody>
</table>

**Responsibilities:**
Systematically analyzes and integrates business, cost estimating and financial management processes to ensure efficiency. Possesses thorough understanding of business operations. Assists in evaluating processes and procedures and recommending areas of improvement.

### Program Analyst I

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

**Responsibilities:**
Effectively and efficiently directs projects. Has the ability to examine and improve program efficiencies. Is adept at collecting and analyzing data and report writing and preparation. Major responsibilities include project scheduling and management. Frequently interacts with higher management and external organizations.

### Program Analyst II

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>7 years</td>
</tr>
</tbody>
</table>

**Responsibilities:**
Effectively and efficiently directs projects. Has the ability to examine and improve program efficiencies. Is adept at collecting and analyzing data and report writing and preparation. Major responsibilities include project scheduling, management, and supervision. Frequently interacts with higher management and external organizations.
Program Manager II

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>10 years</td>
</tr>
</tbody>
</table>

**Responsibilities:**

Provides overall program management and direction. Acts as lead throughout project transition, performance and completion to achieve results within estimated timeframes and budgets. Schedules and assigns duties to others and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interacts with client contracting officials, project officers, COTRs and task managers, subcontractors and other management personnel. Reports in writing and orally to contractor management and client representatives.

Due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will be provided to the Federal Agency when responding to their service requirements and it is solely the acquiring agency’s determination, if the substitution is considered acceptable prior to an award.

**Experience Substitutions:** An additional four (4) years of directly related experience may be substituted for the Bachelor’s degree.

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA 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 SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.