General Services Administration (GSA)

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 are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Schedule for 00Corp - Professional Services Schedule

<table>
<thead>
<tr>
<th>Federal Supply Group:</th>
<th>00CORP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number:</td>
<td>47QRAA20D001R</td>
</tr>
<tr>
<td>Contract Period:</td>
<td>November 22, 2019 through November 21, 2024</td>
</tr>
</tbody>
</table>

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

winIT proposals, LLC
11314 Kings Valley Drive
Damascus, MD 20872

POC: Sherri Bianco
Business Size: Economically Disadvantaged, Woman-Owned Small Business
Currently employs 2 personnel

Telephone: 240-308-2525
Fax Number: 240-207-3537
Web Site: www.winITproposals.com
Email: winITproposals@gmail.com
Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>00CORP SPECIAL ITEM NUMBERS</th>
<th>NAICS CODE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1/874-1RC: Integrated Consulting Services</td>
<td>541611</td>
</tr>
<tr>
<td>874-6/874-6RC: Acquisition Management Support</td>
<td></td>
</tr>
<tr>
<td>874-7/874-7RC: Integrated Business Program Support Services</td>
<td></td>
</tr>
<tr>
<td>541-4F/541-4FR: Commercial Art and Graphic Design Services</td>
<td></td>
</tr>
<tr>
<td>00CORP-500/00CORP-500RC: Order-Level Materials (OLMs)</td>
<td></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. 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.

Not applicable

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.

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>Contractor or Customer Facility</th>
<th>Domestic or Overseas</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1</td>
<td>Program Manager</td>
<td>Bachelors</td>
<td>7</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$88.66</td>
</tr>
<tr>
<td>874-6</td>
<td>Analyst I</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$39.29</td>
</tr>
<tr>
<td>874-7</td>
<td>Analyst II</td>
<td>High School</td>
<td>2</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$49.37</td>
</tr>
<tr>
<td>874-1</td>
<td>Analyst III</td>
<td>High School</td>
<td>3</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$54.41</td>
</tr>
<tr>
<td>541-4F</td>
<td>Digital Media Developer</td>
<td>Bachelors</td>
<td>7</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$88.66</td>
</tr>
<tr>
<td>541-4F</td>
<td>Sr. Graphics Developer</td>
<td>Bachelors</td>
<td>6</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$59.45</td>
</tr>
<tr>
<td>541-4F</td>
<td>Jr. Graphics Developer</td>
<td>Associates</td>
<td>2</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$26.70</td>
</tr>
</tbody>
</table>
Labor Category Descriptions:

1. **Program Manager**
   Functional Responsibilities:
   Organizes, directs, coordinates, and manages the planning and production of all contract support activities to ensure the on-time delivery within budget.
   May involve leadership of multiple projects and groups of personnel at multiple locations across the contract and delivery/task orders.
   Demonstrates competent writing and oral communication skills.
   Exercises the authority and responsibility to identify and commit resources required to support the effort.
   Responsible for devising schedules and quality control, enforcing commitment to policies, and ensuring all aspects of contract compliance.
   Provides subject matter or functional area expertise for management tasks in addition to fulfilling management responsibilities.
   Minimum Education and Experience: Bachelor’s degree and 7 years relevant experience

2. **Analyst I**
   Functional Responsibilities:
   Administrative processing of routine contractual actions.
   Collects data from readily available sources and summarizes into specified format.
   Provides directed analysis of the data; verifies the sufficiency/accuracy of information; identify variances for further investigation as required.
   Perform data entry into contracting and other databases; produce metrics and other analyses in report format; track and monitor Purchase Request creation and approval; review and process client invoices and create sales orders and purchase requests in automated systems.
   Perform administrative support for CORs, COTRs, and Program Managers in contract administration, including file management, deliverable tracking, invoice processing, and budget monitoring.
   Minimum Education and Experience: High school diploma or GED plus 1 year relevant experience

3. **Analyst II**
   Functional Responsibilities:
   Assist with the implementation and management of major acquisitions, to more administrative processing of routine contractual actions.
   Collects data from readily available sources and summarizes into specified format.
   Provides directed analysis of the data; verifies the sufficiency/accuracy of information; identify variances for further investigation as required.
   Perform data entry into contracting and other databases; produce metrics and other analyses in report format; track and monitor Purchase Request creation and approval; review and process client invoices and create sales orders and purchase requests in automated systems.
   Perform administrative support for CORs, COTRs, and Program Managers in contract administration, including file management, deliverable tracking, invoice processing, and budget monitoring.
   Minimum Education and Experience: High school diploma or GED plus 2 years relevant experience

4. **Analyst III**
   Functional Responsibilities:
   Assist with the implementation and management of major acquisitions, to more administrative
processing of routine contractual actions. Collects data from readily available sources and summarizes into specified format. Interprets and performs analyses of data from diverse sources. Analyzes data in order to identify trends and potential technical and management problems.Drafts reports of findings and supporting documentation for higher level review. Verifies the sufficiency/accuracy of information; identify variances for further investigation as required. Perform data entry into contracting and other databases; produce metrics and other analyses in report format; track and monitor Purchase Request creation and approval; review and process client invoices and create sales orders and purchase requests in automated systems. Perform administrative support for CORs, COTRs, and Program Managers in contract administration, including file management, deliverable tracking, invoice processing, and budget monitoring.

Minimum Education and Experience: High school diploma or GED plus 3 years relevant experience

5. Digital Media Developer
Functional Responsibilities:
Coordinates design projects and reviews files from designers and production artists. Uses a variety of digital artistry software to develop and produce digital painting and illustration concepts and designs. Set creative direction in accordance with project strategy and quality standards. Creates and produces graphic designs for Web pages, multimedia, 3-D modeling, animation, and other applications using appropriate design software suites. Develops storyboards, concepts, and designs for 2D and 3D animation projects through all phases of development. Responsible for any and all tasks under both the senior and junior graphics developer roles. Minimum Education and Experience: Bachelor’s degree and 7 years relevant experience

6. Sr. Graphics Developer
Functional Responsibilities:
Responsible for complex technical illustration and infographic creation. Oversees creative projects to ensure they meet the client's objectives, align to defined strategy, and adhere to quality standards. Acts as Team/Task Lead for various projects, coordinating the project focus, and providing supervision and guidance to junior staff. Interfaces directly with clients to foster shared understanding of design intent and establishes workflow expectations. Create and establish the visual identity and overall design for graphics based on subject and focus. Determine appropriate color palette for graphics panels to best suit the needs of each project. Defines the style, technique, and medium best suited to produce desired effects of client. Creates, designs, and illustrates across all mediums, including original drawings, utilizing specialized and advanced drawing and media skills. Involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation. Acts as technical consultant on matters of design, composition and methods of presenting technical data. Develops slideshow presentations to showcase key information in strategic and efficient fashion. Responsible for any and all tasks under the junior graphics developer role.
Minimum Education and Experience: Bachelor’s degree and 6 years relevant experience

Functional Responsibilities:
Provides simple, more basic layout and design and works with senior designers on smaller projects from initial concepts through final release.
Assists in the design, layout, and production of brochures, pamphlets, briefings, displays and other materials.
Responsible for simple technical illustration and infographic creation.
Works with senior level staff to implement design directions and provides support in the design and development of a variety of creative elements.
Work from rough sketches, engineering drawings or other reference documentation.
Furnishing digital custom or stock artwork.
Creating sketches, drawings, publication designs, and typographic layouts.
Produce graphic art and visual materials for promotions, advertisements, and other creative projects.
Capable of developing Logo & Business Card designs based on client needs and provided reference material.
Prepares digital designs for production or final use (print-ready).
Minimum Education and Experience: Associates degree and 2 years relevant experience

2. Maximum order. $1,000,000.00

3. Minimum order. $100.00


FOB Destination:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Scope</th>
</tr>
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<tbody>
<tr>
<td>874 1</td>
<td>U - 50 St, DC, Territ.</td>
</tr>
<tr>
<td>874 7</td>
<td>U - 50 St, DC, Territ.</td>
</tr>
<tr>
<td>874 6</td>
<td>U - 50 St, DC, Territ.</td>
</tr>
<tr>
<td>541 4F</td>
<td>U - 50 St, DC, Territ.</td>
</tr>
</tbody>
</table>

5. Point(s) of production (city, county, and State or foreign country).

11314 Kings Valley Drive, Damascus, MD 20872

6. Discount from list prices or statement of net prices:

Government Net Prices (discounts already deducted.)

7. Quantity discounts. NONE

8. Prompt payment terms.

1% 15 days, Net 30. 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 at or below the micro-purchase threshold.

YES, Government Purchase Cards are accepted below the micro-purchase threshold.
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

**YES, Government Purchase Cards are accepted above the micro-purchase threshold.**

10. Foreign items (list items by country of origin).

None. Products are produced in MD, USA.

11a. Time of delivery.

**Standard delivery terms: 10 days**

11b. Expedited Delivery.

All items in the price list are available for expedited Delivery. Contact winIT for more information.

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.

Overnight and 2-day Delivery are also available. Contact winIT for more information.

11d. Urgent Requirements.

In regards to the “Urgent Requirements” clause, agencies are advised to contact winIT for Urgent delivery requirements.

12. F.O.B. point(s).

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</tr>
</tbody>
</table>

13a. Ordering address(es).

**winIT proposals, LLC**  
**11314 Kings Valley Drive**  
**Damascus, MD 20872**  
**POC: Sherri Bianco**  
**www.winITproposals.com**  
**240-308-2525**

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

**winIT proposals, LLC**  
**11314 Kings Valley Drive**
Damascus, MD 20872
POC: Sherri Bianco

15. Warranty provision.

Not applicable

16. Export packing charges, if applicable. N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). YES, Government Purchase Cards are accepted above the micro-purchase threshold.

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. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

NONE

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/.

N/A

25. Data Universal Number System (DUNS) number.

087796043

26. Notification regarding registration in in System for Award Management (SAM) database.

Expiration Date: 10/25/2020