

CoAspire, LLC

GSA Professional Services Schedule 00CORP



Professional
Services
Schedule



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**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

Contract # 47QRAA20D0037

Contract Period: December 16, 2019 to September 15, 2024

CoAspire, LLC

Contract Administrator/POC: Douglas J. Denny
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4031 University Drive, Suite 408, Fairfax, VA 22030

Business Size: SMALL, CVE-Verified SDVOSB and VOSB

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://fss.gsa.gov>.

Online 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. Agencies can access GSA *Advantage!* via the Internet at <http://www.GSAAdvantage.gov>.



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CUSTOMER INFORMATION

1. Special Item Numbers (SINs):

- a. Table of awarded Special Item Number(s) – See page 4 for detailed SIN item descriptions (Contract Services) and see Page 10 for the CoAspire, LLC Rate Table Pricing for all SINS:

SINs	Products/Services
871-4 (and Recovery 871-4RC)	Test and Evaluation
520-21 (and Recovery 520-21 RC)	Program Management Services
874-1 (and Recovery 874-1RC)	Integrated Consulting Services
00CORP-500	Order Level Materials (OLMs)
00CORP-500RC	Order Level Materials (OLMs)

b. Pricing:

Lowest Priced Model Number and Unit Price: SIN 874-1 Data Entry Analyst Level 1: \$51.39 per hour price offered to GSA with IFF as highlighted in the table below:

SIN	Service Proposed	Labor Category Description Key Words	Minimum Education	Minimum Years of Experience (cannot be a range)	Identify Required Licenses or Certifications (State "None" if not required)	Security Clearance Required	Contractor or Customer Facility or Both	Domestic or Overseas	Commercial Price List (CPL) OR Market Prices	Unit of Issue (e.g. Hour, Task, Sq Ft)	Price Offered to GSA (Excluding IFF)	Price Offered to GSA (including IFF)
874-1	Data Entry Analyst Level 1	SME, Analyst, Services, Data Entry, Business	Bachelors	1	None	No	Both	Domestic Only	\$53.00	hour	\$51.00	\$51.39

- c. A description of all hourly rate corresponding job titles, experience, functional responsibilities and education for the type of employees or subcontractors who will perform the services starts on page 5.

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

3. Minimum Order: \$100.

4. Geographic Coverage: The geographic scope of contract is all 50 states and Washington DC.

5. Production Point: Same as company address.

6. Discount from list prices or statement of net prices: Government Net Prices (discounts already deducted).

7. **Quantity Discount:** None

8. **Prompt Payment:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Government Purchase Cards:**

- a. Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.
- b. Credit cards are not acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

10. **Foreign Items:** Not applicable.

11. **Delivery Schedule:**

- a. Time of delivery: Standard delivery terms: 30 days
- b. Expedited delivery: Items available for expedited delivery are noted in this price list.
- c. Overnight and 2-day delivery: not applicable
- d. Urgent Requirements: Please note the urgent requirements clause of the contract.
Agencies can contact CoAspire, LLC's POC on the title page to effect a faster delivery.

12. **FOB:** Destination

13. **Ordering Information**

- a. Agencies should address all orders to the following address:

CoAspire, LLC
4031 University Drive, Ste. 408
Fairfax, Virginia 22030

- b. For supplies and services, the order procedures, information on Blanket Purchase Agreements (BPA) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment Information:** Agencies should address all payments to the following address:

CoAspire, LLC
4031 University Drive, Ste. 408
Fairfax, Virginia 22030

15. **Warranty Provision:** Standard Commercial Warranty.

16. **Statement Concerning Availability of Export Packing:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptance Above the**

Micropurchase Threshold: Not applicable.

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.

20a. Terms and Conditions for Any Other Services: Not applicable.

21. List of Service and Distribution Points: Not applicable.

22. Participating Dealers: Not applicable.

23. Preventive Maintenance: Not applicable.

24a. Special attributes such as environmental attributes: None

24b. Section 508 Compliance: In accordance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), where applicable, all items and services offered under the contract are 508 compliant.

☒ Yes
☐ No

Section 508 compliance information on the supplies and services in this contract are available at the following: 703-915-0582; info@coaspire.com

The EIT standard can be found at: <http://www.section508.gov/>.

25. Data Universal Numbering System (DUNS) Number: 078735548

26. Contractor HAS registered with the System for Award Management (SAM).

CONTRACT SERVICES

Category Description

871 4 **Test and Evaluation** Services required under this SIN involve the application of various techniques demonstrating that a system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype, first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, consulting, receptions and inspection of Government Furnished Equipment / Satellite, conduct testing and safety audits. Example: The navigation satellite-working model will be subjected to a series of tests, which may simulate and ultimately duplicate its operational environment. Professional engineering solutions do not include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

An implementation guide for Space launch Integration Services (SLIS) can be found at www.gsa.gov/psschedule - click on "Professional Engineering Solutions". Guide is applicable to SINs 871-2, 871-3, 871-4 and 871-5.

520 21 **Program Management Services** Encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

874 1 **Integrated Consulting Services:** Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation * Facilitation and related decision support services * Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings * Advisory and assistance services in accordance with FAR 37.203 NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN. NOTE: Legal, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to 520 SINs. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541-2, Public Relations Services.

DESCRIPTION OF LABOR CATEGORIES

Job Titles	Functional Responsibilities	Minimum Education and Experience
Principal Engineer Level 5	<p>General Experience: Minimum of 15 years of experience as an engineer in one or more of the engineering disciplines of Chemical, Civil, Electrical, or Mechanical or Aerospace Engineering or “sub-disciplines” related to them including, but not limited to the following examples: Test and Evaluation, Missiles, Safety, Bioengineering, Structural, Transportation, Geotechnical, Aerospace and Electronic Systems, Geoscience, Information Theory, Lasers & Electro Optics, Communications, Engineering Management, Industrial, Manufacturing Nuclear, Signal processing, Applied Mechanics, Fluids and Fuels, etc. Duties typically involve performing engineering services that may include but are not limited to the following: engineering studies and analyses; technology planning; systems architecture development; requirements development; concept development; systems design; system development and integration; test and evaluation; systems operation; construction; control of systems and components; integrated logistics support; modeling and simulation; configuration management; and systems acquisition and life-cycle management in compliance with current Industry and Government practices.</p> <p>Specialized Experience: Must have a minimum of 5 years professional experience as lead engineer on very complex programs. Works independently; applies expert knowledge of state-of-the-art technologies; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.</p> <p>Education: Must have a Bachelor's degree or higher in one or more of the engineering disciplines of Chemical, Civil, Electrical, or Mechanical Engineering or “sub-disciplines” related to them as described in the General Experience section above. Advanced degree holders will require shorter periods of general experience than holders of Bachelor degrees. For Masters degrees, general experience required is 13 years. For Doctorate degree holders, general experience required is 10 years. Specialized experience requirements remain the same.</p>	Bachelor's degree, 15 years' experience
Principal Engineer Level 4	<p>General Experience: Minimum of 12 years of experience as an engineer in one or more of the engineering disciplines of Chemical, Civil, Electrical, or Mechanical or Aerospace Engineering or “sub-disciplines” related to them including, but not limited to the following examples: Test and Evaluation, Missiles, Safety, Bioengineering, Structural, Transportation, Geotechnical, Aerospace and Electronic Systems, Geoscience, Information Theory, Lasers & Electro Optics, Communications, Engineering Management, Industrial, Manufacturing Nuclear, Signal processing, Applied Mechanics, Fluids and Fuels, etc. Duties typically involve performing engineering services that may include but are not limited to the following: engineering studies and analyses; technology planning; systems architecture development; requirements development; concept development; systems design; system development and integration; test and evaluation; systems operation; construction; control of systems and components; integrated logistics support; modeling and simulation; configuration management; and systems acquisition and life-cycle management in compliance with current Industry and Government practices.</p> <p>Specialized Experience: Must have a minimum of 4 years professional experience as lead engineer on very complex programs. Works</p>	Bachelor's degree, 12 years' experience

	<p>independently; applies expert knowledge of state-of-the-art technologies; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.</p> <p>Education: Must have a Bachelor's degree or higher in one or more of the engineering disciplines of Chemical, Civil, Electrical, or Mechanical Engineering or "sub-disciplines" related to them as described in the General Experience section above. Advanced degree holders will require shorter periods of general experience than holders of Bachelor degrees. For Masters degrees, general experience required is 13 years. For Doctorate degree holders, general experience required is 10 years. Specialized experience requirements remain the same.</p>	
Analyst Level 5	<p>General Experience: Must be able to obtain and maintain a U.S. Security Clearance and have a minimum of 10 years of experience as an analyst in; at least one of the primary analytic disciplines that include but are not limited to: Economics; Engineering, Cost; Budget; Quality Assurance; Business Processes; Operations Research; Imagery; or other engineering related technical/functional analysis fields in compliance with current Industry and Government practices.</p> <p>Specialized Experience: Must have a minimum of 5 years full-time professional experience as an analyst on programs. Works with limited direction on complex assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.</p> <p>Education: Must have a Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of General Experience than holders of Bachelor degrees. For Masters degrees, general experience required is 4 years. For Doctorate degree holders, general experience required is 1 year. Specialized experience requirements remain the same.</p>	Bachelor's degree, 10 years' experience
Business Data Analyst Level 3	<p>General Experience: Must have a minimum of 8 years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: Economics; Engineering; Cost; Budget; Quality Assurance; Business Processes; Operations Research; Imagery; or other engineering related technical/functional analysis fields in compliance with current Industry and Government practices.</p> <p>Specialized Experience: Must have a minimum of 6 years full-time professional experience as an analyst on programs. Works with limited direction on complex assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.</p> <p>Education: Must have a Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of General Experience than holders of Bachelor degrees. For Masters degrees, general experience required is 6 years. For Doctorate degree holders, general experience required is 2 years. Specialized experience requirements remain the same.</p>	Bachelor's degree, 8 years' experience
Business Data Analyst Level 1 (Clearance Required)	<p>General Experience: Must have a minimum of 6 years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: Economics; Cost; Budget; Quality Assurance; Business Processes; Operations Research; Imagery; or other engineering related technical/functional analysis fields in compliance with current Industry and Government practices. Must be able to hold a U.S. Security</p>	Bachelor's degree, 6 years' experience

	<p>Clearance.</p> <p>Specialized Experience: Must have a minimum of 3 years full-time professional experience as an analyst on programs. Works with limited direction on complex assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.</p> <p>Education: Must have a Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of General Experience than holders of Bachelor degrees. For Masters degrees, general experience required is 4 years. For Doctorate degree holders, general experience required is 1 year. Specialized experience requirements remain the same.</p>	
Data Entry Analyst Level 1	<p>General Experience: Less than 1 year of experience as an analyst with data entry skills in at least one of the primary analytic disciplines that include but are not limited to: Economics; Cost; Budget; Quality Assurance; Business Processes; Operations Research; Imagery; or other engineering related technical/functional analysis fields in compliance with current Industry and Government practices.</p> <p>Specialized Experience: Works with direct supervision on analysis assignments; conducts data entry, identifies potential problems and solutions through data analysis, reduction, and entry; provides technical assistance to project leaders, program managers and as a technical assistant to other staff members.</p> <p>Education: Must have a Bachelor's degree or higher in an analytic discipline or closely related field.</p>	Bachelor's degree < 1 years' experience
Program Manager Level 2	<p>General Experience: Minimum of 12 years progressive working experience in management of programs, budgets, personnel and customer relations. Responsible for the cost, schedule, and technical performance of company programs/projects. Directs all phases of program/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as customer contact from program activities, leading program review sessions with customer to discuss cost, schedule, and technical performance. Establishes milestones and monitors adherence to master plans and schedules, identifies program problems and develops solutions, such as allocation of resources or changing contractual specifications. Delegates and participates in assignments for the program/project from technical, manufacturing and administrative areas.</p> <p>Specialized Experience: Must have a minimum of 6 years full-time professional experience as technical manager on moderately complex programs. Must have demonstrated qualifications to plan, organize, staff, report, coordinate, control and make sound business decisions. Specific duties typically include the following key elements when appropriate: Program Control, Program Acquisition, Customer Relations, Program Initiation, Program Close-Out and New Business Development.</p> <p>Education: A Bachelor's degree or higher is required. Advanced degree holders will require shorter periods of general experience than holders of Bachelor degrees. For Masters degree, general experience required is 9 years. For Doctorate degree holders, general experience required is 6 years. Specialized experience requirements remain the same.</p>	Bachelor's Degree, 12 years' experience

Program Manager Level 1	<p>General Experience: Minimum of 8 years progressive working experience in management of programs, budgets, personnel and customer relations. Responsible for the cost, schedule and technical performance of company programs/projects. Directs all phases of program/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as customer contact for program activities, leading program review sessions with customer to discuss cost, schedule, and technical performance. Establishes milestones and monitors adherence to master plans and schedules, identifies program problems and develops solutions, such as allocation of resources or changing contractual specifications. Delegates and participates in assignments for the program/project from technical, manufacturing and administrative areas.</p> <p>Specialized Experience: Must have a minimum of 4 years professional experience as manager on moderately complex programs. Must have demonstrated qualifications to plan, organize, staff, report, coordinate, control and make sound business decisions. Specific duties typically include the following key elements when appropriate: Program Control, Program Acquisition, Customer Relations, Program Initiation, Program Close-Out and New Business Development.</p> <p>Education: A Bachelor's degree or higher is required. Advanced degree holders will require shorter periods of general experience. An Associate Degree or high school education with substantial experience may qualify for this level. Specialized experience requirements remain the same.</p>	Bachelor's Degree, 8 years' experience
Principal Technical/Marketing /Consulting Expert Level 1	<p>General Experience: Minimum of 12 years of progressive work experience, culminating in current role as a senior technical/engineering/business professional who acts as an adviser in complex and critical client projects. Provides expert scholarly advice, inspiration and consultation to projects and professional co-workers. Applies expert and highly specialized knowledge to gather facts, research and analyze data, and develop conclusions and strategies. Generally has attained senior levels within military, government and/or industry.</p> <p>Specialized Experience: Must have a minimum of 4 years professional experience as a senior technical/engineer/business manager supporting complex programs. Over that period, this individual has developed specific, intimate, often unique and specialized knowledge of a particular technology, program, system, organization, mission R&D effort, academic pursuit, or some combination thereof. This individual's unique and detailed experience has allowed them to attain highly critical skills, knowledge and understanding in specialized areas.</p> <p>Education: Must have a Bachelor's degree or higher in a technical or business discipline. Advanced degree holders will require shorter periods of general experience than holders of Bachelor degrees. For Masters degrees, general experience required is 10 years. For Doctorate degree holders, general experience required is 7 years. Specialized experience requirements remain the same. Equivalent experience may be substituted for a degree.</p>	Bachelor's degree, 12 years' experience

<p>Senior Technical Manager Level 4</p>	<p>General Experience: Must have a minimum of 10 years of progressive working experience as a technical manager in at least one of the disciplines of Technical Program/Project Management, Cost Management, Life-cycle Management or Project Administration and Contract Management involving such efforts as Engineering Programs, Scientific Studies and Analysis, Logistics Programs or Systems Acquisitions or related programs consistent with current Industry and Government practices.</p> <p>Specialized Experience: Must have a minimum of 4 years full-time professional experience as technical manager on moderately complex programs. Works independently. Possesses experience in planning, organizing, controlling and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Stimulates others through ideas and information.</p> <p>Education: Must have a Bachelor's degree or higher in an Engineering, Scientific, Mathematical, Analytic Logistics or other Technology related discipline, or a Bachelor's degree in any area with formal equivalent training in senior management of technology/engineering programs. Advanced degree holders will require shorter periods of general experience than holders of Bachelor degrees. For Masters degrees, general experience required is 8 years. For Doctorate degree holders, general experience required is 5 years. Specialized experience requirements remain the same.</p>	<p>Bachelor's degree, 10 years' experience</p>
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APPROVED GSA SCHEDULE PRICELIST

Labor Category	GSA Price Including IFF Year 1	GSA Price Including IFF Year 2	GSA Price Including IFF Year 3	GSA Price Including IFF Year 4	GSA Price Including IFF Year 5
Program Manager Level 2	\$221.66	\$226.76	\$231.97	\$237.31	\$242.77
Program Manager Level 1	\$205.80	\$210.53	\$215.38	\$220.33	\$225.40
Principal Engineer Level 5	\$210.58	\$215.42	\$220.38	\$225.45	\$230.63
Principal Engineer Level 4	\$205.80	\$210.53	\$215.38	\$220.33	\$225.40
Principal Technical, Marketing, Consulting Expert Level 1	\$221.66	\$226.76	\$231.97	\$237.31	\$242.77
Senior Technical Manager Level 4	\$174.31	\$178.32	\$182.42	\$186.62	\$190.91
Analyst Level 5	\$93.70	\$95.86	\$98.06	\$100.32	\$102.62
Business Data Analyst Level 3	\$83.63	\$85.55	\$87.52	\$89.53	\$91.59
Business Data Analyst Level 1	\$69.52	\$71.12	\$72.75	\$74.43	\$76.14
Data Entry Analyst Level 1	\$51.39	\$52.57	\$53.78	\$55.02	\$56.28