Dexis Professional Services (DPS)

GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
CONTRACT NO. 47QRAA20D0042

Schedule for: Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Contract Number: 47QRAA20D0042
Contract Period: December 31, 2019 – December 30, 2024

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering.

Contractor: Dexis Professional Services (DPS)
Address: 1412 I Street NW, Washington, D.C. 20005
Business Size: Other than Small Business
Telephone: 202-625-9444
Extension: 13
FAX Number: 703-637-1311
Web Site: https://www.dexisonline.com.dexis-professional-services/
E-mail: jsimancas@dexisonline.com
Contract Administration: Jennifer Simancas

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.
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### Section 1. Customer Information

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

<table>
<thead>
<tr>
<th>Awarded SIN</th>
<th>SIN Title</th>
<th>SIN Description</th>
<th>Large Category</th>
<th>Subcategory</th>
<th>Cross-References to Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.</td>
<td>Professional Services</td>
<td>Business Administrative Services</td>
<td>See Section 2 (page 6)</td>
</tr>
<tr>
<td>541820</td>
<td>Public Relations Services</td>
<td>Services provided include providing customized media and public relation services such as the development of media messages and strategies; providing recommendations of media sources for placement of campaigns; preparing media materials such as, background materials, press releases, speeches and presentations and press kits; executing media programs, conducting press conferences, scheduling broadcast and/or print interviews, media alerts and press clipping services related activities to public relations services. NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</td>
<td>Professional Services</td>
<td>Marketing and Public Relations</td>
<td>See Section 2 (page 6)</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Description</td>
<td>OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.</td>
<td>Miscellaneous</td>
<td>Complementary SINs</td>
<td>n/a</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: Please refer to Section 2.

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: Please refer to Section 2.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00


5. Point(s) of production (city, county, and state or foreign country): The point of production is DPS’ headquarters in Washington, DC.


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.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes.

9b. Notification that Government purchase cards are accepted above the micro-purchase threshold: No.

10. Foreign items (list items by country of origin): N/A

11a. Time of Delivery: Specified at the Task Order level.

11b. Expedited Delivery: Please contact Contractor.

11c. Overnight and 2-day delivery: Please contact Contractor.

11d. Urgent Requirements: Please contact Contractor.

12. F.O.B Points(s): Destination per each Task Order
13a. **Ordering Address(es):**

    Dexis Professional Services (DPS)
    Attention: Jennifer Simancas, President of DPS
    1412 I Street NW
    Washington, D.C. 20005
    Telephone: 202-625-9444 ext. 13
    FAX Number: 703-637-1311
    jsimancas@dexisonline.com

13b. **Ordering procedures:** For supplies and services, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment address(es):**

    **ACH Payments and Wire Transfer**
    Financial Institution: Bank of America
    9 Digit ABA routing number: provided on invoice
    Account number: provided on invoice
    SWIFT Code: provided on invoice

    **Payment via Check/US Mail**
    Dexis Professional Services (DPS)
    Attn: Jennifer Simancas, President of DPS
    1412 I Street NW
    Washington, D.C. 20005
    Telephone: 202-625-9444 ext. 13

15. **Warranty provision:** N/A

16. **Export Packing Charges (if applicable):** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Please contact Contractor.

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). N/A

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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/ Addressed on each Task Order if applicable.

25. Data Universal Numbering System (DUNS) number: 080354929

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

SECTION 2. FINAL PRICING

2.1 Price List

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%. The rates listed are hourly rates. All rates are applicable to both domestic and overseas locations. All rates are applicable to both Client site and Contractor site work.

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>GSA Awarded Rates for Base Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td>541611</td>
<td>Program Assistant**</td>
<td>$37.08</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Specialist - Junior**</td>
<td>$51.92</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Specialist - Mid**</td>
<td>$61.38</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Specialist - Senior**</td>
<td>$78.25</td>
</tr>
<tr>
<td>541611</td>
<td>Associate</td>
<td>$87.88</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager - Junior</td>
<td>$128.13</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager - Mid</td>
<td>$140.02</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager - Senior</td>
<td>$214.54</td>
</tr>
<tr>
<td>541611</td>
<td>Program Analyst - Junior</td>
<td>$68.13</td>
</tr>
<tr>
<td>541611</td>
<td>Program Analyst - Mid</td>
<td>$77.02</td>
</tr>
<tr>
<td>541611</td>
<td>Program Analyst - Senior</td>
<td>$90.56</td>
</tr>
<tr>
<td>541611, 541820</td>
<td>Technical Specialist - Junior</td>
<td>$70.06</td>
</tr>
<tr>
<td>541611, 541820</td>
<td>Technical Specialist - Mid</td>
<td>$92.62</td>
</tr>
</tbody>
</table>
## GSA Awarded Rates for Base Period

<table>
<thead>
<tr>
<th>SINs</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>541611, 541820</td>
<td>Technical Specialist - Senior</td>
<td>$117.08</td>
<td>$120.59</td>
<td>$124.21</td>
<td>$127.94</td>
<td>$131.77</td>
</tr>
<tr>
<td>541611, 541820</td>
<td>Technical Specialist - Expert</td>
<td>$151.38</td>
<td>$155.92</td>
<td>$160.60</td>
<td>$165.42</td>
<td>$170.38</td>
</tr>
<tr>
<td>541611, 541820</td>
<td>Subject Matter Expert - Junior</td>
<td>$86.53</td>
<td>$89.13</td>
<td>$91.80</td>
<td>$94.55</td>
<td>$97.39</td>
</tr>
<tr>
<td>541611, 541820</td>
<td>Subject Matter Expert - Mid</td>
<td>$87.88</td>
<td>$90.52</td>
<td>$93.23</td>
<td>$96.03</td>
<td>$98.91</td>
</tr>
<tr>
<td>541611, 541820</td>
<td>Subject Matter Expert - Senior</td>
<td>$130.44</td>
<td>$134.35</td>
<td>$138.38</td>
<td>$142.54</td>
<td>$146.81</td>
</tr>
<tr>
<td>541611, 541820</td>
<td>Subject Matter Expert - Expert</td>
<td>$276.47</td>
<td>$284.76</td>
<td>$293.31</td>
<td>$302.11</td>
<td>$311.17</td>
</tr>
</tbody>
</table>

**The Service Contract Labor Standards, formerly the Service Contract Act (SCA), applies to this contract. This contract 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).**

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category/Service**</th>
<th>SCLS Equivalent Code &amp; Title</th>
<th>Wage Determination Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Specialist - Junior**</td>
<td>01310 Secretary, LS-2</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Specialist - Mid**</td>
<td>01310 Secretary, LS-3</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Specialist - Senior**</td>
<td>01020 Administrative Assistant</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

### 2.2 Education and Experience Requirements

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Education</th>
<th>Minimum years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Assistant</td>
<td>High School diploma</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Specialist - Junior</td>
<td>High School diploma</td>
<td>2</td>
</tr>
<tr>
<td>Administrative Specialist - Mid</td>
<td>High School diploma</td>
<td>5</td>
</tr>
<tr>
<td>Administrative Specialist - Senior</td>
<td>High School diploma</td>
<td>7</td>
</tr>
<tr>
<td>Associate</td>
<td>High School diploma</td>
<td>2</td>
</tr>
<tr>
<td>Project Manager - Junior</td>
<td>Bachelor’s degree</td>
<td>5</td>
</tr>
<tr>
<td>Project Manager - Mid</td>
<td>Bachelor’s degree</td>
<td>8</td>
</tr>
<tr>
<td>Project Manager - Senior</td>
<td>Bachelor’s degree</td>
<td>12</td>
</tr>
<tr>
<td>Program Analyst - Junior</td>
<td>Bachelor’s degree</td>
<td>2</td>
</tr>
<tr>
<td>Program Analyst - Mid</td>
<td>Bachelor’s degree</td>
<td>5</td>
</tr>
<tr>
<td>Program Analyst - Senior</td>
<td>Bachelor’s degree</td>
<td>7</td>
</tr>
<tr>
<td>Technical Specialist - Junior</td>
<td>Bachelor’s degree</td>
<td>2</td>
</tr>
<tr>
<td>Technical Specialist - Mid</td>
<td>Bachelor’s degree</td>
<td>5</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Education</td>
<td>Minimum years of experience</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Technical Specialist - Senior</td>
<td>Bachelor’s degree</td>
<td>7</td>
</tr>
<tr>
<td>Technical Specialist - Expert</td>
<td>Bachelor’s degree</td>
<td>10</td>
</tr>
<tr>
<td>Subject Matter Expert - Junior</td>
<td>Bachelor’s degree</td>
<td>5</td>
</tr>
<tr>
<td>Subject Matter Expert - Mid</td>
<td>Bachelor’s degree</td>
<td>10</td>
</tr>
<tr>
<td>Subject Matter Expert - Senior</td>
<td>Bachelor’s degree</td>
<td>15</td>
</tr>
<tr>
<td>Subject Matter Expert - Expert</td>
<td>Bachelor’s degree</td>
<td>18</td>
</tr>
</tbody>
</table>

### 2.3 Education and Experience Substitutions

<table>
<thead>
<tr>
<th>Education and Experience Substitutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D</td>
</tr>
<tr>
<td>Equals</td>
</tr>
<tr>
<td>Bachelor’s degree + three (3) years additional experience</td>
</tr>
<tr>
<td>Master’s degree</td>
</tr>
<tr>
<td>Equals</td>
</tr>
<tr>
<td>Bachelor’s degree + two (2) years additional experience</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td>Equals</td>
</tr>
<tr>
<td>High school diploma + four (4) years additional experience</td>
</tr>
</tbody>
</table>

### 2.4 Labor Category Descriptions

#### Program Assistant

*Minimum/General Experience:* One (1) year of experience in related field.

*Functional Responsibility:* Responsible for a wide range of day-to-day administrative functions. Provides general office administrative duties to include clerical work, forms management, equipment accountability, and securing and maintaining office space. Responsible for support tasks related to communication, such as meeting notes and agendas, briefings, internal presentations, and letters that seek approval or request information relating to program matters.

*Minimum Education:* High School diploma.

#### Administrative Specialist – Junior

*Minimum/General Experience:* Two (2) years of experience in related field.

*Functional Responsibility:* Responsible for a wide range of day-to-day administrative functions. Provides general office administrative duties to include clerical work, forms management, equipment accountability, and securing and maintaining office space.

*Minimum Education:* High School diploma.

#### Administrative Specialist – Mid

*Minimum/General Experience:* Five (5) years of experience in related field.

*Functional Responsibility:* Responsible for a wide range of day-to-day administrative functions. Provides general office administrative duties to include clerical work, forms management,
equipment accountability, and securing and maintaining office space. Drafts correspondence and memoranda and ensures correspondence accuracy, format, spelling, and grammar.

Minimum Education: High School diploma.

Administrative Specialist – Senior

Minimum/General Experience: Seven (7) years of experience in related field.

Functional Responsibility: Responsible for both general office duties (e.g., answering telephones, typing, scanning, and filing) and advanced administrative support activities that require independent judgment and a thorough knowledge of policies and procedures. Manages senior leadership calendars, facilitates external and internal meetings, and organizes office-level meetings, entrance into various locations, parking, materials, and equipment.

Minimum Education: High School diploma.

Associate

Minimum/General Experience: Two (2) years of experience providing technical assistance.

Functional Responsibility: Responsible for providing in-depth technical assistance in their field of expertise. Leads or joins a team to address technical assignments; is responsible for developing and providing reports for given assignments. Supports group facilitation, training, and additional forms of knowledge transfer.

Minimum Education: Bachelor’s degree in relevant field.

Project Manager – Junior

Minimum/General Experience: Five (5) years of experience performing day-to-day management of contract support operations.

Functional Responsibility: Responsible for providing technical support towards the management of the administration of a project, including accounting and financial system and reports, personnel recruitment and management, tracking of tasks and requests. Demonstrates the ability to provide support towards the management of complex, time sensitive, high quality activities. Demonstrates the ability to work collaboratively with institutional, government, and private sector partners and stakeholders.

Minimum Education: Bachelor’s degree in relevant field.

Project Manager – Mid

Minimum/General Experience: Eight (8) years of experience performing day-to-day management of contract support operations.
**Functional Responsibility:** Responsible for day-to-day work and staff supervision leading to desired project goals. Serves as a critical team member and works closely with senior and junior staff. Works on developing new business and manages existing technical projects.

*Minimum Education:* Bachelor’s degree in relevant field.

**Project Manager – Senior**

*Minimum/General Experience:* Twelve (12) years of experience performing day-to-day management of contract support operations.

*Functional Responsibility:* Responsible for staffing, project planning, project financials, and staff direction and oversight. Responsible for the overall management of the specific task order(s) and ensuring that the technical/financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

*Minimum Education:* Bachelor’s degree in relevant field.

**Program Analyst – Junior**

*Minimum/General Experience:* Two (2) years of experience in their area of expertise.

*Functional Responsibility:* Responsible for providing technical support towards the management of the administration of a project, including accounting and financial system and reports, personnel recruitment and management, tracking of tasks and requests. Responsible for providing support towards the management of complex, time sensitive, high quality activities.

*Minimum Education:* Bachelor’s degree in relevant field.

**Program Analyst – Mid**

*Minimum/General Experience:* Five (5) years of experience in their area of expertise.

*Functional Responsibility:* Responsible for assisting in process and technique development that facilitates all aspects of product delivery. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

*Minimum Education:* Bachelor’s degree in relevant field.

**Program Analyst – Senior**

*Minimum/General Experience:* Seven (7) years of experience in their area of expertise.

*Functional Responsibility:* Responsible for assisting in process and technique development that facilitates all aspects of product delivery. Demonstrates competent writing and oral communication skills. Responsible for ensuring quality products and services are delivered. Applies technical expertise to deliver results for high-level clients.
Minimum Education: Bachelor’s degree in relevant field.

Technical Specialist – Junior

Minimum/General Experience: Two (2) years of experience in their area of expertise.

Functional Responsibility: Responsible for providing technical assistance and support in their field of expertise for a particular project/program. Supports a project team to carry out technical assignments and supports the development of reports and deliverables for given assignments. Provides technical backstopping that may include conducting literature reviews, reviewing and editing reports for accuracy and completeness, or organizing logistics and providing support for technical assistance assignments or data collection and analysis efforts.

Minimum Education: Bachelor’s degree in relevant field.

Technical Specialist – Mid

Minimum/General Experience: Five (5) years of experience in their area of expertise.

Functional Responsibility: Responsible for providing in-depth technical assistance in their field of expertise on a particular project or program, and actively contributes to a team to design and implement technical assignments and develop reports and deliverables for given assignments. This individual understands, articulates, and implements best practices related to their area of expertise. The individual is an active participant of a working group with the need for specialized knowledge involving mid to high level of complexity and scope.

Minimum Education: Bachelor’s degree in relevant field.

Technical Specialist – Senior

Minimum/General Experience: Seven (7) years of experience in their area of expertise.

Functional Responsibility: Responsible for day-to-day work and staff supervision leading to achievement of quality work products. Serves as a critical team member in a project management unit, mentoring and counseling individuals; collaborating closely with senior management for effective supervision of one or two complex projects, as well as engaging in increasingly complex new business and technical assignments with minimal oversight; ability to identify and resolve issues; manages the risk, coordinates interdependencies and gathers requirements to improve business operations, map processes (current state/future state); analyzes data, produces high quality documentation.

Minimum Education: Bachelor’s degree in relevant field.

Technical Specialist – Expert

Minimum/General Experience: Ten (10) years of experience in their area of expertise.

Functional Responsibility: Responsible for day-to-day work and staff supervision, operates in leadership roles for one or more technical assistance projects, identifies problems and proposes
solutions/and or risk mitigation strategies, elicits, analyzes and communicates business rules and requirements, new business development, and/or technical assignments, and increasingly contributes to departmental, regional, and corporate strategies, financial management, and staff development and supervision.

Minimum Education: Bachelor’s degree in relevant field.

**Subject Matter Expert – Junior**

*Minimum/General Experience:* Five (5) years of experience applying expertise through extensive knowledge and experience in one or more designated functional/operational, technical, and/or domain areas.

*Functional Responsibility:* Supports in-depth analysis of functional area expertise, that assists in the product planning and delivery. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

Minimum Education: Bachelor’s degree in relevant field.

**Subject Matter Expert – Mid**

*Minimum/General Experience:* Ten (10) years of experience applying expertise through extensive knowledge and experience in one or more designated functional/operational, technical, and/or domain areas.

*Functional Responsibility:* Responsible for in-depth analysis of functional area expertise, that assists in the product planning and delivery. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

Minimum Education: Bachelor’s degree in relevant field.

**Subject Matter Expert – Senior**

*Minimum/General Experience:* Fifteen (15) years of experience applying expertise through extensive knowledge and experience in one or more designated functional/operational, technical, and/or domain areas.

*Functional Responsibility:* Responsible for senior-level oversight, and in-depth analysis of functional area expertise, that assists in the product planning and delivery. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

Minimum Education: Bachelor’s degree in relevant field.

**Subject Matter Expert – Expert**

*Minimum/General Experience:* Eighteen (18) years of experience applying expertise through extensive knowledge and experience in one or more designated functional/operational, technical, and/or domain areas.
**Functional Responsibility:** Responsible for expert oversight, and in-depth analysis of functional area expertise, that assists in the product planning and delivery. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

**Minimum Education:** Bachelor’s degree in relevant field.