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**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION 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:

<https://www.gsaadvantage.gov>

**GSA Multiple Award Schedule (MAS)**

**GSA Contract Number: 47QRAA20D0073**

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

**Contract Period: June 16, 2020 through June 15, 2025**

**Price List current as of Modification# PS-A815**

**Contractor** : Addon Services LLC  
27789 Mound Rd, Suite 200  
Warren, MI 48092 2697

**Business Size** : 8(a), Minority Owned, WOSB, EDWOSB

**Contact Information** : Ph: 248-823-8797  
: Fax: 248-247-1697

**Email** : [prita.abraham@addonservicesllc.com](mailto:prita.abraham@addonservicesllc.com)

**Website** : [www.addonservicesllc.com](http://www.addonservicesllc.com)

**Contract Administrator** : Candi Plank

**Phone** : 717-919-0957

**Email** : [Candi.Plank@addonservicesllc.com](mailto:Candi.Plank@addonservicesllc.com)

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**1.0 Customer Information & Terms and Conditions**

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

| SIN      | DESCRIPTION                                      |
|----------|--|
| 561210FS | Facilities Support Services                      |
| 611430   | Professional and Management Development Training |
| OLM      | Order Level Materials                            |

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract (base year):**

Please see *Section 3.0 Labor Rates* for hourly rates.

**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 see *Section 4.0 Labor Category Descriptions* for corresponding commercial job titles, experience, functional responsibility and education.

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

**3. Minimum Order:** \$100.00

**4. Geographic Coverage:** Worldwide

**5. Points of Production:** Not applicable

**6. Discounts from List Prices:** 3% - 8.07%

**7. Other Discounts:** 00.000%

**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. Government Purchase Card:** Accepted for orders at or below the micro-purchase threshold

**9b. Government Purchase Card:** Accepted for orders above the micro-purchase threshold

**10. Foreign items:** Not applicable

**11a. Time of Delivery:** Specified in each task order

**11b. Expedited Delivery:** Not applicable

**11c. Overnight/2 Day Delivery:** Not applicable

**11d. Urgent Requirements:** Agencies can contact Addon’s representative to affect a faster delivery. Customers are encouraged to contact us for the purpose of requesting accelerated delivery.

**12. FOB:** Not applicable

- 13a. Ordering Address:** Addon Services LLC  
22789 Mound Road, STE 200  
Warren, MI, 48092  
PH: (248) 703-6977  
[Prita.Abraham@Addonservicesllc.com](mailto:Prita.Abraham@Addonservicesllc.com)
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules))
- 14. Payment Address:** Addon Services LLC  
22789 Mound Road, STE 200  
Warren, MI, 48092
- 15. Warranty Provision:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
- 16. Export Packing Charges:** Not applicable
- 17. Terms and conditions of Government Purchase Cards acceptance (any thresholds above the micro-purchase level):** Yes
- 18. Rental, Maintenance, Repair: Terms and Conditions of rental, maintenance, repair:** Not applicable
- 19. Terms and Conditions of repair:** 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 of any other services:** Not applicable
- 21. Service and Distribution:** Not applicable
- 22. Participating Dealers:** Not applicable
- 23. Preventative Maintenance:** Not applicable
- 24a. Special attributes such as environmental attributes:** Not Applicable (e.g., recycled content, energy efficiency, and/or reduced pollutants)
- 24b. Section 508 Compliance:** Yes
- 25. DUNS number:** 07-8767330
- 26. Notification regarding registration in System for Award Management (SAM) database:** Registered

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## 2.0 Why Addon – *Exceeding Expectations*

Addon Services, LLC consistently and continuously provides high-quality logistics support, unit level repairs, maintenance, new equipment fielding, unit-level training and exercise support to Government agencies. We adapt and overcome obstacles by providing our clients with the ability to exceed their expectations using unconventional resources, innovative solutions, and precision execution. Our mission is to exceed our customer's expectations, by using the best in class expertise and business processes

Our successful track record is built upon a combination of diligence, flexibility, and process, all of which provides a thorough understanding our clients' needs. Our high-quality service, coupled with competitive rates and our extensive database of qualified personnel, combine to make Addon Services, LLC the right choice for your business needs.

### 3.0 Labor Rates

| SIN              | GSA LABOR CATEGORY                  | LABOR RATE |
|------------------|-------------------------------------|------------|
| 561210FS, 611430 | Program Manager Level 4             | \$278.24   |
| 561210FS, 611430 | Program Manager Level 3             | \$232.32   |
| 561210FS, 611430 | Program Manager Level 2             | \$169.08   |
| 561210FS, 611430 | Program Manager Level 1             | \$116.30   |
| 561210FS, 611430 | Subject Matter Expert (SME) Level 3 | \$298.09   |
| 561210FS, 611430 | Subject Matter Expert (SME) Level 2 | \$232.32   |
| 561210FS, 611430 | Subject Matter Expert (SME) Level 1 | \$151.49   |
| 561210FS, 611430 | Engineer Level 3                    | \$170.06   |
| 561210FS, 611430 | Engineer Level 2                    | \$135.85   |
| 561210FS, 611430 | Engineer Level 1                    | \$95.78    |
| 561210FS, 611430 | Instructor Level 5                  | \$169.08   |
| 561210FS, 611430 | Instructor Level 4                  | \$135.85   |
| 561210FS, 611430 | Instructor Level 3                  | \$95.78    |
| 561210FS, 611430 | Instructor Level 2                  | \$86.98    |
| 561210FS, 611430 | Instructor Level 1                  | \$74.02    |
| 561210FS, 611430 | Technician Level 5                  | \$135.85   |
| 561210FS, 611430 | Technician Level 4                  | \$116.30   |
| 561210FS, 611430 | Technician Level 3                  | \$92.85    |
| 561210FS, 611430 | Technician Level 2                  | \$83.07    |
| 561210FS, 611430 | Technician Level 1                  | \$73.30    |
| 561210FS, 611430 | Analyst Level 3                     | \$135.85   |
| 561210FS, 611430 | Analyst Level 2                     | \$98.71    |
| 561210FS, 611430 | Analyst Level 1                     | \$86.98    |
| 561210FS, 611430 | Support Level 3                     | \$111.15   |
| 561210FS, 611430 | Support Level 2                     | \$86.98    |
| 561210FS, 611430 | Support Level 1                     | \$62.55    |
| 561210FS, 611430 | Information Specialist Level 3      | \$116.30   |
| 561210FS, 611430 | Information Specialist Level 2      | \$86.98    |
| 561210FS, 611430 | Information Specialist Level 1      | \$62.55    |
| 561210FS, 611430 | Technical Writer III                | \$116.30   |
| 561210FS, 611430 | Technical Writer II                 | \$86.98    |
| 561210FS, 611430 | Technical Writer I                  | \$66.46    |
| 561210FS, 611430 | Illustrator II                      | \$86.98    |
| 561210FS, 611430 | Illustrator I                       | \$66.46    |

**Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix:**

| SCA Eligible Contract Labor Category | SCA Equivalent Code Title              | WD Number |
|--------------------------------------|--|-----------|
| Technician Level 2                   | Engineering Technician II              | 2015-4968 |
| Technician Level I                   | Engineering Technician I               | 2015-4968 |
| Support Level 3                      | Administrative Assitant                | 2015-4968 |
| Support Level 2                      | General Clerk III                      | 2015-4968 |
| Support Level 1                      | General Clerk II                       | 2015-4968 |
| Information Specialist Level I       | Computer Operator II                   | 2015-4968 |
| Instructor Level 2                   | Technical Instructor/ Course Developer | 2015-4968 |
| Instructor Level I                   | Technical Instructor                   | 2015-4968 |
| Technician Level 3                   | Engineering Technician III             | 2015-4968 |

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it 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).

**4.0 Category Descriptions**

Consistent with Addon’s hiring practices, experience can be substituted for education and education for experience. The table below provides Addon’s education/experience substitution guidelines. Experience, education, and description of duties for the service categories in the schedule are provided as a guideline to the typical background for staff to be provided under individual task orders. Addon reviews each task order to determine the best available candidate.

| Degree                   | Related Work Substitution   | Related Degree & Experience Substitution   |
|--------------------------|---|--|
| <b>Associate Degree</b>  | 2 years of work experiences may be substituted for an Associate Degree  | 2 years of work experience may be substituted for an Associate Degree                        |
| <b>Bachelor’s Degree</b> | 4 years of work experiences may be substituted for an Bachelor’s Degree | Associate Degree plus 2 years of work experience may be substituted for an Bachelor’s Degree |
| <b>Master’s Degree</b>   | 6 years of work experience may be substituted for a Master’s Degree     | Bachelor’s Degree plus 2 years of work experience may be substituted for a Master’s Degree   |

| Labor Category  | Minimum Education | Minimum Experience (Years) |
|---|-------------------|----------------------------|
| <b>Program Manager Level 4</b>  | Bachelor's Degree | 9 years                    |
| <p>Individual responsible for major professional services programs providing guidance based on goals, objectives, and requirements from the customer. Responsible for project planning, adherence to schedule, risk management, quality of services and project cost. Responsible for all aspects of program performance on large technical services or system integration tasks.</p> |                   |                            |
| <b>Program Manager Level 3</b>  | Bachelor's Degree | 7 years                    |
| <p>Individual responsible for a professional services program providing guidance based on goals, objectives, and requirements from the customer. Responsible for project planning, adherence to schedule, risk management, quality of services and project cost.</p>  |                   |                            |
| <b>Program Manager Level 2</b>  | Bachelor's Degree | 5 years                    |
| <p>Individual responsible for a segment of a professional services program providing guidance based on goals, objectives, and requirements from the customer. Responsible for project planning, adherence to schedule, risk management, quality of services and project cost.</p>   |                   |                            |
| <b>Program Manager Level 1</b>  | Bachelor's Degree | 2 years                    |
| <p>Individual responsible for daily operations of a team or unit relating to a professional services program. Responsibilities may include; direct supervision of staff members, assigning work, day-to-day workflow, assistance with project planning, schedule and risk management, quality of services and project cost.</p>   |                   |                            |
| <b>Subject Matter Expert (SME) Level 3</b>  | Master's Degree   | 10 years                   |
| <p>Individual responsible for advising and guiding organization-wide system improvements, optimization, or maintenance efforts. Provides technical and managerial direction for problem definition, analysis, requirements development and implementation for complex to extremely complex issues.</p>  |                   |                            |
| <b>Subject Matter Expert (SME) Level 2</b>  | Bachelor's Degree | 5 years                    |
| <p>Individual responsible for problem definition, analysis, and planning requirements for moderately complex to complex issues. Provides analysis, evaluation and recommendations for proper program implementation.</p>  |                   |                            |
| <b>Subject Matter Expert (SME) Level 1</b>  | Bachelor's Degree | 3 years                    |
| <p>Individual responsible for problem definition, analysis, and planning requirements for simple to moderately complex issues. Assists higher level SME's in analysis and evaluation, as well as recommendations for system improvements.</p>   |                   |                            |
| <b>Engineer Level 3</b>   | Bachelor's Degree | 7 years                    |
| <p>Individual responsible for program objectives and requirements for diverse engineering and scientific activities. Develops standards, guides the completion</p>  |                   |                            |

| Labor Category  | Minimum Education   | Minimum Experience (Years) |
|---|---------------------|----------------------------|
| of major programs, and may function as a project leader. Interacts with Customers on significant technical matters.   |                     |                            |
| <b>Engineer Level 2</b>   | Bachelor's Degree   | 4 years                    |
| Individual response to provide technical solutions to a wide range of requirements relating to engineering and professional services. Requires knowledge of engineering principles and practices while developing new or improved techniques or procedures.   |                     |                            |
| <b>Engineer Level 1</b>   | Associate Degree    | 2 years                    |
| Individual responsible to develop and recommend solutions to technical programs as assigned by management. Follows technical processes and instructions to complete assigned tasks.   |                     |                            |
| <b>Instructor Level 5</b>   | Bachelor's Degree   | 9 years                    |
| Individual responsible for the development, testing and maintenance of training curriculum to instruction personnel on the utilization of products or services. Responsible to review course content, training materials and documentation. Works on complex problems where analysis requires in-depth evaluation of various factors. Exercises judgment within defined practices and policies in selecting methods, techniques, and evaluation criteria for obtaining results. |                     |                            |
| <b>Instructor Level 4</b>   | Bachelor's Degree   | 7 years                    |
| Develops, directs, plans, delivers, and evaluates training programs to meet customer learning objectives. Provides direct instruction and training to customers on services, procedures, processes, or techniques. Assignments may include needs analysis, custom course development and evaluation and learning assessments. Monitors and evaluates training programs and other trainers.  |                     |                            |
| <b>Instructor Level 3</b>   | Associate Degree    | 5 years                    |
| Develops, directs, plans, delivers, and evaluates training programs to meet customer learning objectives. Provides direct instruction and training to customers on services, procedures, processes, or techniques. Assignments may include needs analysis, custom course development and evaluation and learning assessments.   |                     |                            |
| <b>Instructor Level 2</b>   | High School Diploma | 3 years                    |
| Develops, directs, plans, delivers, and evaluates training programs to meet customer learning objectives. Provides direct instruction and training to customers on services, procedures, processes, or techniques.  |                     |                            |
| <b>Instructor Level 1</b>   | High School Diploma | 1 year                     |
| Develops, directs, plans, delivers, and evaluates training programs to meet customer learning objectives. Provides direct instruction and training to customers on services, procedures, processes, or techniques.  |                     |                            |
| <b>Technician Level 5</b>   | Associate Degree    | 7 years                    |

| Labor Category   | Minimum Education   | Minimum Experience (Years) |
|--|---------------------|----------------------------|
| Individual responsible for the operation, installation, fabrication maintenance and repair of equipment or instrumentation systems. May perform troubleshooting and testing services.  |                     |                            |
| <b>Technician Level 4</b>  | Associate Degree    | 5 years                    |
| Individual responsible for the operation, installation, fabrication maintenance and repair of equipment or instrumentation systems. May perform troubleshooting and testing services.  |                     |                            |
| <b>Technician Level 3</b>  | High School Diploma | 3 years                    |
| Individual responsible for the operation, installation, fabrication maintenance and repair of equipment or instrumentation systems. May perform routine maintenance services.  |                     |                            |
| <b>Technician Level 2</b>  | High School Diploma | 2 years                    |
| Individual assists with the operation, installation, fabrication maintenance and repair of equipment or instrumentation systems. May perform routine maintenance services.   |                     |                            |
| <b>Technician Level 1</b>  | High School Diploma | 0 years                    |
| Individual assists with the operation, installation, fabrication maintenance and repair of equipment or instrumentation systems. May perform routine maintenance services.   |                     |                            |
| <b>Analyst Level 3</b>   | Bachelor's Degree   | 5 years                    |
| Individual responsible for high level analysis or development of various facets of the acquisition or business management functions related to purchasing, field operations, or sustainment of materials or systems. May provide direct supervision to lower level analysts. |                     |                            |
| <b>Analyst Level 2</b>   | Associate Degree    | 3 years                    |
| Individual responsible for analysis or development of various facets of the acquisition or business management functions related to purchasing, field operations, or sustainment of materials or systems.  |                     |                            |
| <b>Analyst Level 1</b>   | Associate Degree    | 1 years                    |
| Individual responsible for assisting with the analysis of various facets of the acquisition or business management functions related to purchasing, field operations, or sustainment of materials or systems.  |                     |                            |
| <b>Support Level 3</b>   | High School Diploma | 7 years                    |
| Individual responsible for general administrative, data entry, graphic support or clerical duties associated with purchasing, field operations or sustainment of materials or systems. May provide direct supervision to lower level support personnel.                      |                     |                            |
| <b>Support Level 2</b>   | High School Diploma | 5 years                    |

| Labor Category   | Minimum Education   | Minimum Experience (Years) |
|--|---------------------|----------------------------|
| Individual responsible for general administrative, data entry, graphic support or clerical duties associated with purchasing, field operations or sustainment of materials or systems.   |                     |                            |
| <b>Support Level 1</b>   | High School Diploma | 3 years                    |
| Individual responsible for assisting with general administrative, data entry, graphic support or clerical duties associated with purchasing, field operations or sustainment of materials or systems.  |                     |                            |
| <b>Information Specialist Level 3</b>  | Bachelor's Degree   | 7 years                    |
| Individual responsible for planning, designing, implementing, and maintaining computer and management information systems or software programs. May provide direct supervision to lower level specialists.   |                     |                            |
| <b>Information Specialist Level 2</b>  | Associate Degree    | 5 years                    |
| Individual responsible for planning, designing, implementing, and maintaining computer and management information systems or software programs.  |                     |                            |
| <b>Information Specialist Level 1</b>  | High School Diploma | 3 years                    |
| Individual responsible for assisting with planning, designing, implementing, and maintaining computer and management information systems or software programs.   |                     |                            |
| <b>Technical Writer III</b>  | Bachelor's          | 7 years                    |
| Individual responsible to prepare, in clear and concise language, technical documents such as procedure manuals, service manuals, operational specifications, specifications, bulletins, and related technical publications concerned with the installation, operation and maintenance of equipment. Acquires or verifies knowledge of subject by interviewing workers engaged in development of new products or services or in making improvements, observing methods of production, referring to blueprints, schematics or drawings and engineering journals, manuals, or similar publications. Develop and validate diagnostic/troubleshooting logic trees, Level of Repair Analysis (LORA), and Failure Mode Effects Analysis (FMEA) |                     |                            |
| <b>Technical Writer II</b>   | Associates          | 4 years                    |
| Individual responsible to prepare, in clear and concise language, technical documents such as procedure manuals, service manuals, operational specifications, specifications, bulletins, and related technical publications concerned with the installation, operation and maintenance of equipment. Acquires or verifies knowledge of subject by interviewing workers engaged in development of new products or services or in making improvements, observing methods of production, referring to blueprints, schematics or drawings and engineering journals, manuals, or similar publications.  |                     |                            |

| Labor Category   | Minimum Education | Minimum Experience (Years) |
|--|-------------------|----------------------------|
| <b>Technical Writer I</b>  | Associates        | 2 years                    |
| <p>Individual responsible to prepare, in clear and concise language, technical documents such as procedure manuals, service manuals, operational specifications, specifications, bulletins, and related technical publications concerned with the installation, operation and maintenance of equipment. Acquires or verifies knowledge of subject by interviewing workers engaged in development of new products or services or in making improvements, observing methods of production, referring to blueprints, schematics or drawings and engineering journals, manuals, or similar publications.</p>   |                   |                            |
| <b>Illustrator II</b>  | Associates        | 4 years                    |
| <p>Conceives designs, lays out, and coordinates editorial illustrations and creative artwork for publications such as magazines, brochures, handbooks, and posters, translating facts and features of subject material into graphic terms that best convey intended meaning. May organize, develop, and coordinate art and graphics within guidelines consistent with RFPs for proposal submission. Develops interpretive themes that convey ideas and information. Creates graphic presentations that communicate mood, emphasis, insight, viewpoint, and similar visual impressions. Provides guidance on graphic technology. May apply technical, commercial, and fine art technique to the conception, planning, and creation of pictorial work for software and hardware systems.</p> |                   |                            |
| <b>Illustrator I</b>   | Associates        | 2 years                    |
| <p>Conceives designs, lays out, and coordinates editorial illustrations and creative artwork for publications such as magazines, brochures, handbooks, and posters, translating facts and features of subject material into graphic terms that best convey intended meaning. May organize, develop, and coordinate art and graphics within guidelines consistent with RFPs for proposal submission. Develops interpretive themes that convey ideas and information. Creates graphic presentations that communicate mood, emphasis, insight, viewpoint, and similar visual impressions. Provides guidance on graphic technology. May apply technical, commercial, and fine art technique to the conception, planning, and creation of pictorial work for software and hardware systems.</p> |                   |                            |