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

Contract Number: 47QRAA20D0088
Contract Period: 07/24/2020 - 07/23/2025

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

Business Size, Type: CVE Certified Service Disabled Veteran Owned Small Business & HUBZone

CONTRACTOR:
Caladwich Consulting LLC
7630 Little River Turnpike, Suite 205
Annandale, VA 22003
Phone: 703-798-5423

Contractor Administration Source: Bridgette Farrow
Phone: 571-344-1211

Bridgette.farrow@caladwich.com
www.caladwich.com
### Customer Information:

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS**

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
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<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
</tr>
<tr>
<td></td>
<td>Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541614</td>
<td>Deployment, Distribution, and Transportation Logistics Services</td>
</tr>
<tr>
<td>541614CF</td>
<td>Comprehensive Furniture Management Services</td>
</tr>
<tr>
<td>541614OR</td>
<td>Office Relocation and Reconfiguration</td>
</tr>
<tr>
<td>541614SVC</td>
<td>Supply and Value Chain Management</td>
</tr>
<tr>
<td>OLM</td>
<td>Supplies and/or services acquired in direct support of an individual task or</td>
</tr>
<tr>
<td></td>
<td>delivery order placed against a Schedule contract or BPA</td>
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</tbody>
</table>

1.b **LOWEST PRICED MODEL NUMBER & PRICE FOR EACH SIN** - n/a

1.c **HOURLY RATES**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<tbody>
<tr>
<td>541611, 541614, 541614SVC, 541614CF, 541614OR, OLM</td>
<td>Subject Matter Expert I</td>
<td>Both</td>
<td>$214.99</td>
<td>$219.29</td>
<td>$223.68</td>
<td>$228.15</td>
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<td>541611, 541614, 541614SVC, 541614CF, 541614OR, OLM</td>
<td>Subject Matter Expert II</td>
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<td>$195.38</td>
<td>$199.29</td>
<td>$203.27</td>
<td>$207.34</td>
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<tr>
<td>541611, 541614, 541614SVC, 541614CF, 541614OR, OLM</td>
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<td>Both</td>
<td>$174.71</td>
<td>$178.20</td>
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<td>Senior Manager II</td>
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<td>541611, 541614, 541614SVC, 541614CF, 541614OR, OLM</td>
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<td>Senior Management Analyst II</td>
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<td>Management Analyst II</td>
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<td>Data Analyst</td>
<td>Both</td>
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<td>541611, 541614, 541614SVC, 541614CF, 541614OR, OLM</td>
<td>Administrative Specialist</td>
<td>Both</td>
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</table>
2. MAXIMUM ORDER: $1,000,000.00
   *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: $1,000.00

4. GEOGRAPHIC COVERAGE: DOMESTIC & WORLDWIDE

5. POINT(S) OF PRODUCTION: None

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown. Negotiated discount has been applied and the IFF has been added.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 0% Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for concessions.

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold

9.b Government Purchase Cards are accepted above the micro-purchase threshold: Will Accept

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: 30 days ARO.

11b. EXPEDITED DELIVERY: 30 days ARO, contact contractor for availability.

11c. OVERNIGHT AND 2-DAY DELIVERY: See Above

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS:

7630 Little River Turnpike, Suite 205
Annandale, VA 22003
Phone: 703-798-5423

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: See Item 13a

15. WARRANTY PROVISION: N/A

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: None
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 AVAILABLE): 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. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 080155261

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Active IN SAM
Labor Category Descriptions

Title: Subject Management Expert I
Functional Responsibilities: This person has a minimum of 15 years of relevant work experience and often possesses industry certifications to include Project Management Professional (PMP) and DAWIA certification. A Subject Matter Expert I holds a Bachelor’s degree and often possesses advanced degrees. Additionally, a Subject Matter Expert I will provide a combination of the following:
- Demonstrated ability to provide guidance and direction at the program level.
- Manage large, complex projects.
- Design, implementation and management of business operations, or strategy projects.
- Interfaces with the client on program issues.

Education Requirements: Bachelor’s Degree
Experience: 15 years
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

Title: Subject Management Expert II
Functional Responsibilities: This person has a minimum of 12 years of relevant work experience and often possesses industry certifications to include Project Management Professional (PMP) and DAWIA certification. A Subject Matter Expert I holds a Bachelor’s degree and often possesses advanced degrees. Additionally, a Subject Matter Expert I will provide a combination of the following:
- Demonstrated ability to provide guidance and direction at the program level.
- Manage large, complex projects.
- Design, implementation and management of business operations, or strategy projects.
- Interfaces with the client on program issues.

Education Requirements: Bachelor’s Degree
Experience: 12 years
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

Title: Senior Manager I
Functional Responsibilities: Lead Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Senior Manager II will provide a combination of the following:
- Demonstrated ability to provide guidance and direction at the program level.
- Manage large, complex projects and programs.
• Design, implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on program issues.

**Education Requirements:** Bachelor’s Degree
**Experience:** 11 years
**Relevant SIN(s):** 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

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**Title:** Senior Manager II
**Functional Responsibilities:** Senior Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Senior Manager I will provide a combination of the following:
• Demonstrated ability to provide guidance and direction at the program level.
• Manage large, complex projects and programs.
• Design, implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on program issues.

**Education Requirements:** Bachelor’s Degree
**Experience:** 10 years
**Relevant SIN(s):** 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

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**Title:** Manager I
**Functional Responsibilities:** Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Manager II will provide a combination of the following:
• Demonstrated ability to provide guidance and direction at the project level.
• Manage complex projects and programs.
• Implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on project issues.

**Education Requirements:** Bachelor’s Degree
**Experience:** 9 years
**Relevant SIN(s):** 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM
Title: Manager II
Functional Responsibilities: Senior Project Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Manager I will provide a combination of the following:
• Demonstrated ability to provide guidance and direction at the project level.
• Manage complex projects.
• Implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on project issues

Education Requirements: Bachelor’s Degree
Experience: 8 years
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

Title: Senior Consultant I
Functional Responsibilities: Functions as a Project Manager within an acquisition management or project management framework. Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills. Additionally, a Senior Consultant II will provide a combination of the following:
• Demonstrated experience coordinating project tasks.
• Experience in one or more of the key project areas.
• Supports implementation of business operations improvements or project tasks

Education Requirements: Bachelor’s Degree
Experience: 7 years
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

Title: Senior Consultant II
Functional Responsibilities: Functions as a senior project task lead within an acquisition management or project management framework. Responsible for the planning, preparing, and maintaining of the current acquisition or project management plans and overall program office acquisition or project administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting,
implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills. Additionally, a Senior Consultant I will provide a combination of the following:

- Demonstrated experience coordinating project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks

**Education Requirements:** Bachelor’s Degree
**Experience:** 6 years
**Relevant SIN(s):** 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

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**Title:** Consultant I

**Functional Responsibilities:** Functions in a mid-level acquisition management or project management capacity. Under minimal guidance, provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition and project plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost and Schedule Estimates. Additionally, a Consultant II will provide a combination of the following:

- Demonstrated experience performing project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks

**Education Requirements:** Bachelor’s Degree
**Experience:** 5 years
**Relevant SIN(s):** 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

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**Title:** Consultant II

**Functional Responsibilities:** Functions in a junior to mid-level acquisition management or project management capacity. Under guidance, provides advice and assistance to functional area technical experts on acquisition and project management related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and
project plan. May assist in the development of independent Government Cost and Schedule Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Additionally, a Consultant I will provide a combination of the following:

- Demonstrated experience performing project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor’s Degree

**Experience:** 4 years

**Relevant SIN(s):** 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

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**Title:** Senior Management Analyst I

**Functional Responsibilities:** Analyst with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Assists in resolving complex problems, which require an in-depth knowledge of analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Additionally, a Senior Management Analyst I will provide a combination of the following:

- Demonstrated capabilities supporting a wide variety of process improvement, data analyses and client service delivery.
- Provides support in the areas of analysis, design and development, and the implementation of management, organizational and business improvement processes.
- Demonstrated experience supporting project tasks
- Undertakes studies and analyses to identify areas for productivity improvements.

**Education Requirements:** Bachelor’s Degree

**Experience:** 3 years

**Relevant SIN(s):** 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

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**Title:** Senior Management Analyst II

**Functional Responsibilities:** Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary. This person has a minimum of 3 years of relevant work experience. Additionally, a Senior Management Analyst I will provide a combination of the following:
• Demonstrated capabilities supporting a wide variety of process improvement, data analyses and client service delivery.
• Provides support in the areas of analysis, design and development, and the implementation of management, organizational and business improvement processes.
• Demonstrated experience supporting project tasks.
• Undertakes studies and analyses to identify areas for productivity improvements.
• Makes use of tools, spreadsheets and databases in performing job duties

Education Requirements: Bachelor’s Degree
Experience: 2 years
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

Title: Management Analyst I
Functional Responsibilities: Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Works closely with senior Analysts or Team Leads. Additionally, a Management Analyst I will provide a combination of the following:
• Undertakes studies and analyses to identify areas for productivity improvements.
• Makes use of tools, spreadsheets and databases in performing job duties

Education Requirements: Bachelor’s Degree
Experience: 1 year
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

Title: Management Analyst II
Functional Responsibilities: Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Works closely with senior Analysts or Team Leads. Additionally, a Management Analyst I will provide a combination of the following:
• Undertakes studies and analyses to identify areas for productivity improvements.
• Makes use of tools, spreadsheets and databases in performing job duties

Education Requirements: Bachelor’s Degree
Experience: 0 years
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM
Title: Data Specialist

Functional Responsibilities: Provide administrative support to complex organizations with diverse activities. Must have training and experience in applicable Federal data and privacy regulations and procedures governing the handling, storage, and disposition of material in government areas. Experience in performing administrative and support-type tasks with emphasis on responsiveness, timeliness and accuracy.

Education Requirements: Associates Degree
Experience: 0 years
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

Title: Administrative Specialist

Functional Responsibilities: Performs and supervises the administrative and support-type tasks related to processes, procedures, and tracking systems with emphasis on responsiveness, timeliness and accuracy. Guides others and performs administrative duties, study and assess problems and issues including offering options and defining budget and cost considerations.

Education Requirements: High School Diploma
Experience: 0 years
Relevant SIN(s): 541611, 541614, 541614SVC, 541614CF, 541614OR, OLM

Experience & Degree Substitution/Equivalence
Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>Associate degree + 2 years relevant experience, or 4 years relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors + 2 years relevant experience, or Associate + 4 years relevant experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Masters + 2 years relevant experience, or Bachelors + 4 years relevant experience</td>
</tr>
</tbody>
</table>

Successful completion of higher education which has not yet resulted in a degree may be counted as 1 for 1 years of experience for each year of college completed.