



CIVILITY MANAGEMENT SOLUTIONS

optimizing performance and productivity through talent solutions

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Multiple Award

Federal Supply Group: Professional Services

Class: Professional Services

Contract Number: 47QRAA21D000H

Contract Period: October 30, 2020 – October 29, 2025

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor: Civility Management Solutions LLC
9111 Edmonston Road, Suite 302
Greenbelt, MD 20770

Business Size: Small

Telephone: 301-352-7875

Extension: N/A

FAX Number: 240-266-5544

Web Site: <https://civilityms.com>

E-mail: laurie@civilityms.com

Contract Administration: Laurie Sayles

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

SIN	Recovery	SIN Description
541211	541211RC	Auditing Services
541219	541219RC	Budget and Financial Management Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
561920	561920RC	Conference, Meeting, Event and Trade Show Planning Services
611430	611430RC	Professional and Management Development Training
OLM	OLMRC	Order-Level Materials (OLMs)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See page 5.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See page 6.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Same as company address

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

7. Quantity discounts: 1% off each task order valued at \$125,000 to \$149,999.99
2% off each task order exceeding \$150,000

8. Prompt payment terms: Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions." Net 30 Days

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

12b. 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.

13. Payment address(es): Same as company address

14. Warranty provision.: Contractor’s standard commercial warranty.

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

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

22b. 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/.
N/A

23. Data Universal Numbering System (DUNS) number: 078611166

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

Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

GSA Hourly Rates

SIN	Labor Category	Site	10/30/20	10/30/21	10/30/22	10/30/23	10/30/24
			– 10/29/21	– 10/29/22	– 10/29/23	– 10/29/24	– 10/29/25
541211, 541219, 541611	Accounting I	Both	\$74.81	\$76.46	\$78.14	\$79.86	\$81.61
541211, 541219, 541611	Business Analyst I	Both	\$99.00	\$101.18	\$103.40	\$105.68	\$108.00
541211, 541219, 541611	Grants Specialist	Both	\$77.08	\$78.77	\$80.50	\$82.28	\$84.09
541211, 541219, 541611	Internal Control Auditor II	Both	\$98.82	\$100.99	\$103.22	\$105.49	\$107.81
541211, 541219, 541611	Program Manager III	Both	\$146.63	\$149.86	\$153.15	\$156.52	\$159.97
541211, 541219, 541611	Program Manager IV	Both	\$195.49	\$199.79	\$204.18	\$208.67	\$213.27
541211, 541219, 541611	Project Manager II	Both	\$119.87	\$122.50	\$125.20	\$127.95	\$130.77
541211, 541219, 541611	Project Manager III	Both	\$137.61	\$140.64	\$143.73	\$146.90	\$150.13
541211, 541219, 541611	Technical Writer IV	Both	\$99.00	\$101.18	\$103.40	\$105.68	\$108.00
561920	Conference Coordinator	Both	\$54.92	\$56.13	\$57.36	\$58.63	\$59.92
561920	Conference Manager	Both	\$71.42	\$72.99	\$74.60	\$76.24	\$77.92
561920	Conference Manager, Sr.	Both	\$82.38	\$84.19	\$86.05	\$87.94	\$89.87
561920	Exhibit Specialist I	Both	\$59.85	\$61.17	\$62.51	\$63.89	\$65.29
561920	Exhibit Specialist II	Both	\$64.84	\$66.26	\$67.72	\$69.21	\$70.73
561920	Exhibit Specialist III	Both	\$79.80	\$81.55	\$83.35	\$85.18	\$87.06
611430	Executive Coach I	Both	\$282.12	\$288.32	\$294.67	\$301.15	\$307.77
611430	Training Instructor I	Both	\$236.90	\$242.11	\$247.44	\$252.88	\$258.45
611430	Training Instructor II	Both	\$379.04	\$387.38	\$395.90	\$404.61	\$413.52

Service Contract Labor Standards : The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Category Descriptions

SINs 541211, 541219, and 541611

Accounting I

Functional Responsibility: The Accounting I performs routine accounting activities such as maintenance of the general ledger; preparation of various accounting statements; and financial reports and accounts payable or receivable functions. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Experience: 3years

Minimum Education: Bachelor's

Business Analyst I

Functional Responsibility: The Business Analyst I is responsible for performing studies, analyses, and evaluations related to business organizations and processes, such as requirements analyses, feasibility studies, performance assessments, business process improvement initiatives, cost/benefit analyses, or strategic plans.

Minimum Experience: 1 year

Minimum Education: Bachelor's

Grants Specialist

Functional Responsibility: The Grants Specialist performs grant amendments and closeout functions as required by the Grants Management Office. Completes the required financial analysis to closeout and amend grants and design. Analyzes and prepares financial reports utilizing the Microsoft (MS) Word and Excel. Administers grant functions. Analyzes budget, expenses, and prepares financial reports. Monitors grantee expenditures and track fiscal data from federal financial reports and invoices. Reports as required to staff. Responsible for initiating administrative closeout of the grants at the end of the period of performance and/or amend them during the period of performance when required. The specialist follows up with the grantee and government representative, as necessary, to ensure all required actions are completed prior to submitting for final closeout approval. The specialist reconciles grant invoicing and payments to determine accuracy of transactions for each grant. Maintains detailed and accurate tracking of closeout and grant amendment activities and status in database and spreadsheets. Ensures compliance with closeout requirements found in all Office of Management and Budget (OMB) circulars and related agency policies and practices. Analyzes reconciliations to determine amounts available for de-obligation and resolves contract/grant closeout and amendment issues with the grantees. Reviews grant files and collects any missing/required documentation or deliverables. Provides closeout report on each grant which includes: summary of grant; summary of financial information; list of outstanding issues; and recommendations for remediation. Performs all activities to receive, analyze, and process a grant closeout. Reviews grant amendment package for accuracy and compliance with amendment policy. Discusses issues with agency staff in headquarters and travel as necessary, to correct deficiencies in the amend package. Completes all necessary documents to process the amendment and utilizes Grants Solutions in the receipt, processing, and finalization of each amendment.

Minimum Experience: 4 years

Minimum Education: Bachelor's

Internal Control Auditor II

Functional Responsibility: The Internal Control Auditor II responsibilities includes conducting internal and/or external timely operational, financial, and/or compliance audits of divisions, departments, providers, and activities. Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Verifies assets and liabilities by comparing items to documentation. Completes audit work papers by documenting audit tests and findings. Appraises adequacy of internal control systems by completing audit questionnaires. Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.

Minimum Experience: 3 years

Minimum Education: Bachelor's

Program Manager III

Functional Responsibility: The Program Manager III directs the planning and management of single or multiple projects and retains overall responsibility for the performance including the cost, schedule, deliverables, and contract compliance. Responsible for overall success of the project (s) and ensures goals and standards are successfully implemented. Serves as liaison to government and outside representatives and coordinates activities of support personnel.

Minimum Experience: 10 years

Minimum Education: Master's

Program Manager IV

Functional Responsibility: The Program Manager IV directs the planning and management of multiple projects and retains overall responsibility for the performance including the cost, schedule, deliverables, and contract compliance. Responsible for overall success of the project (s) and ensures goals and standards are successfully implemented. Serves as liaison to government and outside representatives and coordinates activities of support personnel.

Minimum Experience: 12 years

Minimum Education: Master's

Project Manager II

Functional Responsibility: The PM II leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables, and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities task assignments and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a QA role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, and company policies and procedures.

Minimum Experience: 6 years

Minimum Education: Bachelor's

Project Manager III

Functional Responsibility: The PM III leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables, and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities task assignments and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a QA role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, and company policies and procedures.

Minimum Experience: 9 years

Minimum Education: Bachelor's

Technical Writer IV

Functional Responsibility: The Technical Writer IV writes technical reports, brochures, and/or manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

Minimum Experience: 6 years

Minimum Education: Bachelor's

SIN 561920

Conference Coordinator

Functional Responsibility: The Conference Coordinator has experience in supporting technical or educational planning and coordinating conferences and meetings. Experience in coordinating travel activities and communications with conference or meeting attendees. Experience in coordinating hotel logistics and arrangements.

Minimum Experience: 4 years

Minimum Education: Associate's

Conference Manager

Functional Responsibility: The Conference Manager has experience managing conferences, meetings, seminars, trade shows, or other similar events for government and commercial customers. Must have managed several conferences of 250 or more participants. Must have experience managing events in a variety of geographical settings and involving a wide variety of topics. Must have experience developing agenda for professional conferences and meetings and knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives, leading meetings and conferences. Must have demonstrated exceptional written and oral communications skills.

Minimum Experience: 6 years

Minimum Education: Bachelor's

Conference Manager, Sr.

Functional Responsibility: The Conference Manager, Sr. provides leadership and team building to experienced conference professionals (e.g., conference managers, meeting planners, logistical support specialists, graphic designers, and administrative and support staff). Guides and supports staff in continuous improvement processes and professional development. Develops and monitors project budgets and schedules. Functions as principal liaison with client representative or project officers. Maintains a close working relationship with client through meetings, telephone, and e-mail. Responds quickly to client inquiries about any aspect of project activity. Assists client in refining and specifying services needed and in determining most cost-effective approach. Supports contract administration and accounting services for all assigned projects. Markets and develops new business for conference, meeting, show, and exhibit services. Manages and reports project finances. Able to develop budgets for meetings, conferences, and trade show exhibits. Capable of providing technical and functional guidance and supervision to staff who plan, direct, and implement meetings, conferences, trade shows, and exhibits. Skilled in directing and providing logistical services including site selection, contract negotiations, and onsite management of logistics for meetings, conferences, and exhibits. Skilled at managing and using databases and meeting management software such as Peopleware. Able to communicate effectively both orally and in writing (including Proposal Development). Effective at controlling costs while meeting client objectives.

Minimum Experience: 10 years

Minimum Education: Master's

Exhibit Specialist I

Functional Responsibility: The Exhibit Specialist I requires a minimum of five (5) years of administrative office experience, including one (1) year of exhibit or conference planning time. Responsible for

coordinating exhibit registrations, delivery schedules, traveling to exhibits, and setting up exhibits onsite.

Minimum Experience: 5 years

Minimum Education: Associate's

Exhibit Specialist II

Functional Responsibility: The Exhibit Specialist II requires a minimum of six (6) years of experience in the industry and three (3) years of experience as a trade show manager and includes ultimate responsibility for management of assigned trade shows.

Minimum Experience: 6 years

Minimum Education: Bachelor's

Exhibit Specialist III

Functional Responsibility: The Exhibit Specialist III requires a minimum of 10+ years of experience in the field of conference/exhibit show planning and multi-project management, including managing multiple work plans, and project teams. This position has executive responsibility for all Exhibit activities.

Minimum Experience: 10 years

Minimum Education: Master's

SIN 611430

Executive Coach I

Functional Responsibility: The Executive Coach I provides one-on-one Executive Coaching Sessions to achieve desired results for customer and their organization. Works closely with the executives or upper management of an organization to help identify strengths and weaknesses, and ultimately optimize the individual's performance and leadership. Examples of the results that can be achieved with an Executive Coach are developing strategic plans for high-priority issues; strengthening your organizational skills; improving team performance; establishing greater credibility; creating better focus on important priorities; creating personal balance between work and personal life; improving interpersonal communication skills; making effective goals; and ensuring implementation.

Minimum Experience: 6 years
Minimum Education: Master's

Training Instructor I

Functional Responsibility: The Training Instructor I provides support to research and development of courseware. Designs courseware including structuring training classes, creating training text, delivering course to students, and testing effectiveness of the course. Coordinates with client to ensure that the course meets the objectives outlined by the requirement.

Minimum Experience: 1 year
Minimum Education: Bachelor's

Training Instructor II

Functional Responsibility: The Training Instructor II provides expert support to research and development of courseware. Designs courseware including structuring training classes, creating training text, delivering course to students, and testing effectiveness of the course. Coordinates with client to ensure that the course meets the objectives outlined by the requirement.

Minimum Experience: 4 years
Minimum Education: Master's

Training Instructor III

Functional Responsibility: The Training Instructor III serves as a senior training specialist on a task. Provides expert, Subject Matter Expert (SME) support to Research and Development (R&D) of courseware. Train other technicians. Designs courseware including structuring training classes, creating training text, delivering course to students, and testing effectiveness of the course. Coordinates with client to ensure that the course meets the objectives outlined by the requirement.

Minimum Experience: 8 years
Minimum Education: PhD

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Equivalent Degree

Associate's

Bachelor's

Master's

PhD

Experience

2 years relevant experience

Associate's degree + 2 years relevant experience or 4 years relevant experience

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience

Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience