GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

Khulisa Management Services, Inc.
4550 Montgomery Avenue, Suite 220
Bethesda, Maryland 20814
Phone: (301) 951-1835
Fax: (301) 951-1836
www.khulisa.com
Contract Administrator: Michael K Ogawa, mogawa@khulisa.com

Contract Number: 47QRAA21D002P
Period Covered by Contract: February 12, 2021 through February 11, 2026
Business Size: Small Business

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Pricelist current through Modification A815, dated February 14, 2021.

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: GSAAdvantage.gov

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

1. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</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: See pricing beginning on page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. Maximum Order: For SIN 541611 – $1,000,000
   For SIN OLM – $250,000

3. Minimum Order: $100

4. Geographic Coverage: Worldwide

5. Point of Production: Same as company address

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

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

9. Foreign Items: None

10. Time of Delivery: Khulisa Management Services, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. Expedited Delivery: Consult with Contractor

10c. Overnight/2-Day Delivery: Consult with Contractor

10d. Urgent Requirements: Consult with Contractor

11. FOB Point: Destination
12. **a. Ordering Address:**
   Khulisa Management Services, Inc.
   Finance & Operations
   ATTN: Michael Ogawa
   4550 Montgomery Avenue, Suite 220
   Bethesda, Maryland 20814

   **b. 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:**
   Khulisa Management Services, Inc.
   Finance & Operations
   ATTN: Michael Ogawa
   4550 Montgomery Avenue, Suite 220
   Bethesda, Maryland 20814

14. **Warranty Provisions:** Contractor’s Standard Warranty

15. **Export Packing charges:** Not applicable

16. **Terms and conditions of rental, maintenance, and repair:** Not applicable

17. **Terms and conditions of installation:** Not applicable

18. **Terms and conditions of repair parts:** Not applicable

19. **Terms and conditions for any other services:** Not applicable

20. **List of service and distribution points:** Not applicable

21. **List of participating dealers:** Not applicable

22. **Preventive maintenance:** Not applicable

22a. **Environmental attributes**, e.g., recycled content, energy efficiency, and/or reduced pollutants:
    Not applicable

22b. Khulisa Management Services, Inc. for Section 508 compliance information. The EIT standards can
    be found at: http://www.section508.gov. Not applicable

23. **DUNS Number:** 153669200

24. Khulisa Management Services, Inc. is registered in the System for Award Management (SAM)
    database
## GSA Hourly Pricing for SIN 541611 (w/ IFF)

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Assessor / Enumerator Level 2</td>
<td>Both</td>
<td>$67.75</td>
<td>$69.10</td>
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<td>Technical / Subject Matter Expert Level 3</td>
<td>Both</td>
<td>$160.44</td>
<td>$163.65</td>
<td>$166.92</td>
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<td>$173.67</td>
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</table>

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Awards Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS 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 eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Labor Category Descriptions

Assessor / Enumerator Level 2

**Functional Responsibility:** Provide professional research and data collection support to team members, including primary and secondary forms of data collection. Responsible for using data collection tools to collect and capture data, often electronically. Require some level of expertise related to the subject of data collection. Functional responsibilities include: conducting desk or literature reviews, scheduling data collection, conducting interviews, focus group discussions, group discussions, surveys, and other methods of data collection.

**Minimum Experience:** 8 years
**Minimum Education:** Bachelor’s

Assessor / Enumerator Level 3

**Functional Responsibility:** Provide professional research and data collection support to team members, including primary and secondary forms of data collection. Responsible for using data collection tools to collect and capture data, often electronically. Require a high level of expertise related to the subject of data collection. Functional responsibilities include: conducting desk or literature reviews, scheduling data collection, conducting interviews, focus group discussions, group discussions, surveys, and other methods of data collection.

**Minimum Experience:** 15 years
**Minimum Education:** Bachelor’s

Communication Specialist Level 2

**Functional Responsibility:** Write, synthesize and present complex technical issues and subjects for presentation and dissemination to diverse stakeholders and audiences on various assignments. Functional responsibilities include: report writing, copy-editing, desktop publishing, website development, and dissemination.

**Minimum Experience:** 5 years
**Minimum Education:** Master’s

Evaluation / Research Analyst Level 1

**Functional Responsibility:** Support the planning, coordinating and execution of assignments/consultancies that evaluate or assess project/program objectives. Responsible for providing support in conducting evaluations, performance monitoring and assessments, research, surveys, studies, and related assignments. Have knowledge and experience developing and applying analytic and research methodologies, techniques, and principles. Functional responsibilities include: supporting and executing monitoring, evaluation, research and related activities, including data analysis, presentations, and report writing.

**Minimum Experience:** 4 years
**Minimum Education:** Bachelor’s
Evaluation / Research Analyst Level 2

Functional Responsibility: Specialize in the design, planning, coordination, and execution of assignments/consultancies that evaluate or assess project/program objectives. Responsible for planning and conducting evaluations, performance monitoring and assessments, research, surveys, studies, and related assignments. Strong knowledge and experience developing and applying analytic and research methodologies, techniques, and principles. Functional responsibilities include: supporting, managing, designing, and coordinating monitoring, evaluation, research and related activities, including data analysis, presentations, and report writing.

Minimum Experience: 8 years
Minimum Education: Bachelor’s

Evaluation / Research Analyst Level 3

Functional Responsibility: Specialize in leading the conceptualization, strategic planning, and execution of assignments/consultancies that evaluate or assess project/program objectives. Responsible for leading, planning, and conducting evaluations, performance monitoring and assessments, research, surveys, studies, and related assignments. Extensive knowledge and experience developing and applying analytic and research methodologies, techniques and principles. Functional responsibilities include: leading, designing, and coordinating monitoring, evaluation, research and related activities, including data analysis, data collection, presentations, and report writing.

Minimum Experience: 10 years
Minimum Education: Master’s

Project Director

Functional Responsibility: Provide top-level strategic operating advice and direction, leadership and oversight on administrative and management issues for a variety of services. Build and maintain effective client relationships with top structures. Ensure high-level deliverables and provide quality assurance/control throughout. Mitigate risks and ensure contract compliance. Functional responsibilities include: project/program management, strategic team leadership, directorship, client relations, financial management, strategic direction and oversight.

Minimum Experience: 15 years
Minimum Education: Master’s

Project Manager Level 1

Functional Responsibility: Support management of projects, assignments and consultancies. Provide junior-level operating coordination, support and assistance on administrative and management issues for a variety of services. Assist in the planning, coordinating, executing and closing projects, assignments and consultancies. Responsible for supporting overall/day-to-day project implementation and management according to budget, deliverables, and timelines. Functional responsibilities include: project/program management, planning and coordination, financial management, support.

Minimum Experience: 5 years
Minimum Education: Bachelor’s

Project Manager Level 2
**Functional Responsibility:** Manage projects, assignments and consultancies. Provide mid-level operating advice, coordination and assistance on administrative and management issues for a variety of services. Assist in the planning, coordinating, executing and closing projects, assignments and consultancies. Responsible for supporting overall/day-to-day project implementation and management according to budget, deliverables, and timelines. Functional responsibilities include: project/program management, team leadership, planning and coordination, financial management, direction and oversight.

**Minimum Experience:** 5 years  
**Minimum Education:** Master’s

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**Project Manager Level 3**  
**Functional Responsibility:** Provide senior-level operating advice and assistance, leadership, and management. Lead the planning, coordinating, executing and closing of projects, assignments and consultancies. Responsible for overall/day-to-day project implementation and management according to budget, deliverables, and timelines. Manage, motivate and coordinate teams. Functional responsibilities include: project/program management, strategic team leadership, planning and coordination, financial management, strategic direction and oversight.

**Minimum Experience:** 10 years  
**Minimum Education:** Master’s

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**Project Support Level 1**  
**Functional Responsibility:** Provides specific project coordination and support/assistance on administrative and management issues for assignments/consultancies. Functional responsibilities include project/program coordination, supporting project managers, organizing team planning, scheduling and participating in meetings, providing technical team support and project finance assistance.

**Minimum Experience:** 4 years  
**Minimum Education:** Bachelor’s

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**Team Leader**  
**Functional Responsibility:** Lead assignments/consultancies through execution of specific technical requirements. Provide senior-level operational leadership and assistance on administrative and management issues for a variety of services. Oversee team performance, assignment schedules, and business processes on a day-to-day basis. Ensure high technical quality of all deliverables, and provide subject matter/technical expertise on relevant field(s). Functional responsibilities include: team leadership, technical leadership, client relationships, project/program management, financial management.

**Minimum Experience:** 10 years  
**Minimum Education:** Master’s

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**Technical / Subject Matter Expert Level 2**  
**Functional Responsibility:** Serve as mid-level functional area subject matter and/or technical specialist. Works on assessments, analyses, and other studies/consultancies/support services, including with research, evaluation, design, data collection, and monitoring teams. Functional responsibilities include:
providing advice and in-depth technical assistance in area of expertise related to specific sectors, areas and contexts. May also provide technical support for additional performance-management related tasks, research, tool development, data analysis, report writing, presentations, and capacity building.

**Minimum Experience:** 8 years  
**Minimum Education:** Bachelor’s

**Technical / Subject Matter Expert Level 3**

**Functional Responsibility:** Serve as senior-level functional area subject matter and/or technical expert. Leads and works on assessments, analyses, and other studies/consultancies/support services, including with research, evaluation, design, data collection, and monitoring teams. Functional responsibilities include: providing expert advice and in-depth technical assistance in area of expertise related to specific sectors, areas, and contexts. May also provide high-level technical support for additional performance-management related tasks, research, tool development, data analysis, report writing, presentations, and capacity building.

**Minimum Experience:** 10 years  
**Minimum Education:** Master’s

**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.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>HS Diploma + 4 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 4 years relevant experience or a HS Diploma and 6 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 4 years relevant experience or Associate’s degree + 6 years relevant experience or HS Diploma and 8 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 4 years relevant experience, or Bachelor’s + 6 years relevant experience</td>
</tr>
</tbody>
</table>