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

SCHEDULE TITLE: MAS – MULTIPLE AWARD SCHEDULE

FSC GROUP: PROFESSIONAL SERVICES

CONTRACT NUMBER: 47QRAA21D004B

CONTRACT PERIOD: APRIL 2, 2021 through APRIL 01, 2026

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

CONTRACTOR: SYNERGY TECH CONSULTING LLC dba SYNERGY TEK
260 Peachtree Street Suite 2200
Atlanta, GA 30303-1292
Phone number: (804) 399-7538
Fax number: (866) 889-1104
Email: fred@synergytechconsulting.com

CONTRACTOR’S ADMINISTRATION SOURCE: Frederick Merritt / President/CEO
SYNERGY TECH CONSULTING LLC dba SYNERGY TEK
260 Peachtree Street Suite 2200
Atlanta, GA 30303-1292
Phone number: (804) 399-7538
Fax number: (866) 889-1104
Email: fred@synergytechconsulting.com

WEBSITE: www.synergytechconsulting.com
BUSINESS SIZE: Small Business


CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</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>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

See attached APPENDIX A – GSA PROPOSED PRICE LIST

541611 – Financial Program Analyst - $61.93

1c. HOURLY RATES (Services only):
See attached APPENDIX A – GSA PROPOSED PRICE LIST

2. MAXIMUM ORDER*: $1,000,000

NOTE TO ORDERING ACTIVITIES: *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: $100.00

4. GEOGRAPHIC COVERAGE: 48 States; DC

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist.

7. QUANTITY DISCOUNT(S): 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.

9. FOREIGN ITEMS: Not Applicable

10a. TIME OF DELIVERY: Subject to Task Order

10b. EXPEDITED DELIVERY: Contact Contractor

10c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor

10d. 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.

11. FOB POINT: Destination

12. ORDERING ADDRESS: Same as Contractor

13. 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: Same as Contractor
15. **WARRANTY PROVISION:**  ONE (1) Year, Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. **EXPORT PACKING CHARGES:**  Not Applicable

17. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**  Not Applicable

18. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):**  Not Applicable

19. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):**  Not Applicable

20. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):**  Not Applicable

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):**  Not Applicable

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):**  Not Applicable

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):**  Not Applicable

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):**  Not Applicable

24b. **Section 508 Compliance for Electronic and Information Technology (EIT):**  
    Synergy Tech Consulting, LLC is 508 Compliant

25. **DUNS NUMBER:**  825314243

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**  Contractor has an Active Registration in the SAM database. Cage Code: 5FVG0
APPENDIX A

LABOR CATEGORY DESCRIPTIONS

CONSULTING SERVICES

Financial Program Analyst

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities:
The Financial Program Analyst shall have at least 3 years of experience in prior Naval environments and have an understanding of educational programs. They shall have excellent skills in preparing spreadsheets, creating graphical presentations, presenting in front of large audiences as well as working knowledge of the Department of Defense (DoD) processes.

Senior Program Analyst

Minimum Year Experience: 5

Minimum Education: Bachelors

Responsibilities:
Senior Program Analyst staff carry out programmatic support which include: attending meetings, assisting with the coordination of draft reports and making recommendations. Prepare briefings, quarterly & final reports, and other presentations to government personnel; and provide administrative and logistical support to highly visible programs such as the ONR Summer Faculty Research Program and the Sabbatical Leave Program. New programs include the creation of ONR Awareness Opportunity Workshops that allow ONR Program Managers to travel to HBCU/MI’s to ensure that they are aware of the internship, fellowships, and other opportunities that the Navy has available to them.
Program Manager

Minimum Year Experience: 5

Minimum Education: Bachelor’s

Responsibilities:

program manager who will provide oversight to ensure the successful delivery of workplace accommodation services, across all task to ensure there is sufficient and appropriate staff coverage and submitting invoices. Staffing levels will be sufficient in meeting the workplace accommodation needs of ODEP. Staffing will adhere to the basic staffing qualifications outlined in the RFP.

STAFFING SERVICES

**Workplace Assistant

Minimum Year Experience: 1

Minimum Education: High School

Responsibilities:

Must have the ability to be physically present and to work onsite at Client’s office on a daily basis in order to achieve the purpose of the role. Ability to cover shifts for other Workplace Assistants as directed by Synergy Tech Consulting or its Clients. Assist Client’s employees with day-to-day office tasks or requests. Adhere to the agency guidelines for the proper handling of Personally Identifiable Information (PII). Provide assistance with the use of computer technology, as needed. Maintain positive relations with Client and Client’s employees who you are assigned to assist. Travel as directed by Synergy Tech Consultants and/or Client, including overnight stays. Successful candidates must be sufficiently flexible to work extended hours or project schedules as needed and directed by client.

Project Manager

Minimum Year Experience: 5

Minimum Education: Bachelor’s

Responsibilities:

Program manager who will provide oversight to ensure the successful delivery of workplace accommodation services, across all task to ensure there is sufficient and appropriate staff coverage and
submitting invoices. Staffing levels will be sufficient in meeting the workplace accommodation needs of ODEP. Staffing will adhere to the basic staffing qualifications outlined in the RFP.

**Telework Workplace Assistant**

Minimum Year Experience: 5

Minimum Education: Bachelor’s

Responsibilities:

Must have the ability to be physically present and to work onsite at Client’s home office on a daily basis in order to achieve the purpose of the role. Adhere to the agency guidelines for the proper handling of Personally Identifiable Information (PII). Provide assistance with the use of computer technology, as needed. Maintain positive relations with Client and Client’s employees who you are assigned to assist.

**Reader Services**

Minimum Year Experience: 1

Minimum Education: High School Diploma

Responsibilities:

Contractor will provide staff experienced with oration, public speaking or reader services that can provide assistance with reading and reviewing hard copy text and electronically displayed information, increasing the font of electronic documents in order for visually impaired employees to view documents with ease, and reading materials to the employee at a rate conducive for an employee to understand the documents and respond accordingly (for dictation purposes).
**APPENDIX B – GSA PRICE LIST – SYNERGY TECH CONSULTING, LLC DBA SYNERGY TEK**

**MAS – MULTIPLE AWARD SCHEDULE**

<table>
<thead>
<tr>
<th>SIN/SIN(s) Proposed</th>
<th>Labor Category/Service Title</th>
<th>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</th>
<th>Price Offered to GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Financial Program Analyst</td>
<td>Hour</td>
<td>$61.93</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Program Analyst</td>
<td>Hour</td>
<td>$107.54</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager</td>
<td>Hour</td>
<td>$97.73</td>
</tr>
<tr>
<td>561320SBSA</td>
<td><strong>Workplace Assistant</strong></td>
<td>Hour</td>
<td>$49.59</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Project Manager</td>
<td>Hour</td>
<td>$97.73</td>
</tr>
<tr>
<td>561320SBSA</td>
<td>Telework Workplace Assistant</td>
<td>Hour</td>
<td>$59.38</td>
</tr>
<tr>
<td>561320SBSA</td>
<td><strong>Reader Services</strong></td>
<td>Hour</td>
<td>$49.59</td>
</tr>
</tbody>
</table>

**SCA / SCLS Matrix**

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Assistant</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4471</td>
</tr>
<tr>
<td>Reader Services</td>
<td>01070 - Document Preparation Clerk</td>
<td>2015-4471</td>
</tr>
</tbody>
</table>

Wage Determination based on State of Georgia

"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)."