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 are available through GSA Advantage®, a menu-driven database system. The internet address GSA Advantage® is: GSAAdvantage.gov

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

Contract Number: 47QRAA21D005Z
Contract Period: 05/19/21 – 05/18/26

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

Contractor: Timothy J. Londagin, LLC DBA Totem
1706 U St NW Ste 302
Washington, DC, 20009-1789

Business Size: Minority-Owned, Native American-Owned Business
Telephone: 202-350-0944
FAX Number: 202-217-4467
Web Site: www.totemconsultingdc.com
E-mail: tlondagin@totemconsultingdc.com
Contract Administration: Timothy J Londagin

Pricelist Current Mod PA-002, Effective 05-25-21
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541612HC</td>
<td>541612HCRC</td>
<td>Agency Human Capital Strategy, Policy and Operations</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials (OLM)</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 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 Labor Category Descriptions Page 6.

2. Maximum Order:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541612HC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>611430</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Worldwide

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:** 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 (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):** Contracts
   
   ATTN: Timothy J Londagin
   
   1706 U St NW Ste 302
   
   Washington, DC 20009
   
   (P) 202-350-0944 (F) 202-217-4467
   
   tlondagin@totemconsultingdc.com

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment address (is):** Finance
   
   ATTN: Timothy J Londagin
   
   1706 U St NW Ste 302
   
   Washington, DC 20009
   
   (P) 202-350-0944 (F) 202-217-4467
   
   tlondagin@totemconsultingdc.com

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. 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: 079319445

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

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>05/19/21 - 05/18/22</th>
<th>05/19/22 - 05/18/23</th>
<th>05/19/23 - 05/18/24</th>
<th>05/19/24 - 05/18/25</th>
<th>05/19/25 - 05/18/26</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Junior Analyst</td>
<td>$100.75</td>
<td>$103.16</td>
<td>$105.64</td>
<td>$108.17</td>
<td>$110.77</td>
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<tr>
<td>541611</td>
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<td>$109.72</td>
<td>$112.36</td>
<td>$115.05</td>
<td>$117.81</td>
<td>$120.64</td>
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<tr>
<td>541611</td>
<td>Consultant</td>
<td>$139.65</td>
<td>$143.00</td>
<td>$146.43</td>
<td>$149.95</td>
<td>$153.54</td>
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<tr>
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<td>$153.21</td>
<td>$156.89</td>
<td>$160.66</td>
<td>$164.51</td>
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<tr>
<td>541611</td>
<td>Program Manager</td>
<td>$174.56</td>
<td>$178.75</td>
<td>$183.04</td>
<td>$187.43</td>
<td>$191.93</td>
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<tr>
<td>541611</td>
<td>Subject Matter Expert</td>
<td>$209.47</td>
<td>$214.50</td>
<td>$219.65</td>
<td>$224.92</td>
<td>$230.32</td>
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<tr>
<td>541612HC</td>
<td>HC Consultant</td>
<td>$133.66</td>
<td>$136.87</td>
<td>$140.16</td>
<td>$143.52</td>
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<tr>
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<td>HC Project Manager</td>
<td>$164.58</td>
<td>$168.53</td>
<td>$172.58</td>
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<td>$180.96</td>
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<tr>
<td>541612HC</td>
<td>HC SME</td>
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<td>$255.36</td>
<td>$261.48</td>
<td>$267.76</td>
<td>$274.19</td>
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<tr>
<td>641330</td>
<td>L&amp;D Associate</td>
<td>$88.18</td>
<td>$90.29</td>
<td>$92.46</td>
<td>$94.68</td>
<td>$96.95</td>
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<tr>
<td>641330</td>
<td>L&amp;D Consultant I</td>
<td>$140.05</td>
<td>$143.41</td>
<td>$146.85</td>
<td>$150.37</td>
<td>$153.98</td>
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<tr>
<td>641330</td>
<td>L&amp;D Consultant II</td>
<td>$169.57</td>
<td>$173.64</td>
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<td>$182.08</td>
<td>$186.45</td>
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<td>641330</td>
<td>L&amp;D Program Manager</td>
<td>$224.43</td>
<td>$229.82</td>
<td>$235.34</td>
<td>$240.98</td>
<td>$246.77</td>
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</tbody>
</table>

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Consolidated MAS 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

SIN 541611

Junior Analyst

Functional Responsibilities: The Junior Analyst supports the project including, but not limited to:

- Organizing project materials, draft documentation and assist in the development of reports and presentations.
- Completing assigned engagement tasks and deliverables.
- Conducting research and analysis.
- Summarizing survey results.
- Drafting communications and training material.
- Analyzing and documenting stakeholder and organizational needs, business architectures, and benchmarks.
- Contributing to presentations and client meetings.
- Documenting and analyze an organization’s business processes.
- Performing program management support tasks, including assisting in project budget preparation and tracking, risk tracking, and project planning.
- Participating in quality reviews to ensure work complies with specified standards.

Minimum Education: Bachelor’s

Minimum Experience: 1 year

Analyst

Functional Responsibilities: The Analyst has experience in supporting projects including, but not limited to:

- Providing guidance to more junior team members and/or leading workstreams.
- Developing project deliverables.
- Preparing and executing communications plans and materials.
- Providing technical writing and editorial support.
- Supporting strategic planning and performance management.
- Conducting interviews, developing personas, documenting user stories, and creating roadmaps.
- Leading research, documentation, and analysis of stakeholder and organizational needs.
- Developing training plans and materials.
- Leading training sessions.
- Performing program management support tasks, including developing and administering workplans, developing status reports, managing risk, and preparing budgets.
- Participating in quality reviews to ensure work complies with specified standards.

Minimum Education: Bachelor’s

Minimum Experience: 3 years
Consultant

Functional Responsibilities: The Consultant has experience in supporting projects including, but not limited to:

- Supervising more junior team members in the development of management, technical, or business solutions and project deliverables.
- Identifying issues and utilizing the best practices, methodologies, and tools.
- Finalizing the work products for completeness and adherence to client requirements.
- Providing knowledge in strategy, change management, project management, process design, and employee engagement.
- Leading research, documentation, and analysis of stakeholder and organizational needs, architecture, and benchmarks.
- Performing program management support tasks, including developing and administering workplans, developing status reports, managing risk, and preparing budgets.
- Supporting design and execution of portfolio management activities, including project prioritization and portfolio governance.
- Leading quality reviews to ensure compliance with specified standards.
- Applying knowledge and understanding of federal industry, regulations and policies and organizational requirements.

Minimum Education: Bachelor’s

Minimum Experience: 5 years

Project Manager

Functional Responsibilities: The Project Manager (PM) has experience in supporting projects including, but not limited to:

- Outlining project work plans and deliverables.
- Providing functional expertise and experience with a management or organization function for the project and client team.
- Reviewing work products for completeness and adherence to customer requirements.
- Providing a communication channel between the client and the engagement team.
- Providing professional direction, experience and escalation when required.
- Delivering presentations and leads client meetings.
- Providing in-depth knowledge and expertise in strategy, change management, project management, process design, and employee engagement.
- Leading and executing a program/project/team, including workplans, schedules, status reports, risk management, budgets, and managing client contracts.
- Completing project specific tasks within estimated time frames and budget constraints.

Minimum Education: Bachelor’s

Minimum Experience: 7 years
**Program Manager**

**Functional Responsibilities:** The Program Manager has experience in supporting projects including, but not limited to:

- Setting overall direction for client engagements.
- Communicating with team and client executives to ensure critical issues are addressed.
- Ensuring consistent application of proficient methodologies.
- Diagnosing client issues and developing solutions.
- Providing management oversight of business function teams.
- Drafting and reviewing work products for completeness and adherence to customer requirements.
- Serving as senior client liaison.
- Delivering presentations and leading client meetings.
- Providing the in-depth subject matter expertise on strategy, change management, project management, process design, and employee engagement.
- Overseeing contract and financial management of one or more client engagements.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

**Subject Matter Expert**

**Functional Responsibilities:** The Subject Matter Expert (SME) provides insightful solutions based on leading industry practices and has experience including, but not limited to:

- Leading strategy to provide solutions to client issues.
- Providing expert knowledge, advice, research, analysis, and leadership to client executive and leadership teams.
- Coaching client leaders and executives.
- Providing the primary strategy interface with client.
- Providing oversight through all phases from project design, procurement, delivery, and completion.
- Creating competitive strategies.
- Reviewing project plans, designs, and business analysis.
- Overseeing projects based upon the client specifications and standards.
- Providing Quality Assurance (QA) oversight.
- Delivering presentations and leads strategic level client meetings.
- Providing program management solutions with emphasis on QA and risk assessment.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 15 years
HC Consultant

Functional Responsibilities: The HC Consultant has experience in supporting projects including, but not limited to:

- Supervising more junior team members in the development of human capital project deliverables.
- Serving as a key analytical resource on engagement team.
- Conducting relevant research, analyzing data, and creating reports.
- Identifying issues and utilizing human capital best practices, methodologies, and tools.
- Finalizing the work products for completeness and adherence to client requirements.
- Performing program management support tasks, including developing and administering workplans, developing status reports, managing risk, and preparing budgets.
- Leading quality reviews to ensure compliance with specified standards.

Minimum Education: Bachelor’s

Minimum Experience: 5 years

HC Project Manager

Functional Responsibilities: The HC Project Manager has experience in supporting projects including, but not limited to:

- Setting overall direction for client engagements.
- Managing engagement issues and outlining project work plans and deliverables.
- Communicating with team and client executives to ensure critical issues are addressed.
- Diagnosing client issues and developing solutions.
- Providing management oversight of business function teams.
- Drafting and reviewing work products for completeness and adherence to customer requirements.
- Serving as senior client liaison.
- Delivering presentations and leading client meetings.
- Leading human capital strategic design, organizational assessments, program reviews, human capital evaluations, and process improvement.
- Providing the in-depth subject matter expertise on human capital, strategy, change management, project management, process design, and employee engagement.
- Overseeing contract and financial management of one or more client engagements.

Minimum Education: Bachelor’s

Minimum Experience: 10 years
HC SME

**Functional Responsibilities:** The HC SME provides insightful solutions based on leading industry practices and has experience including, but not limited to:

- Leading strategy to provide human capital solutions to client issues and helping clients visualize their desired future state.
- Providing management and technical review, industry insight, issue resolution, problem-solving techniques, and critical decision making.
- Serving in a human capital advisory capacity.
- Providing expert human capital knowledge, advice, research, analysis, and leadership to client executive and leadership teams.
- Coaching client leaders and executives.
- Providing the primary strategy interface with client.
- Providing oversight through all phases from project design, procurement, delivery, and completion.
- Creating competitive strategies.
- Reviewing project plans, designs, and business analysis.
- Overseeing projects based upon the client specifications and standards.
- Providing Quality Assurance (QA) oversight.
- Delivering presentations and leading strategic level client meetings.
- Providing program management solutions with emphasis on QA and risk assessment.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 20 years
SIN 641330

L&D Associate

Functional Responsibilities: The L&D Associate has experience in supporting projects including, but not limited to:

- Developing training materials in support of project-specific requirements.
- Conducting technical set-up.
- Supporting training sessions.
- Completing assigned engagement tasks and deliverables.
- Conducting research and analysis.
- Summarizing survey results.
- Contributing to presentations and client meetings.
- Performing program management support tasks, including assisting in project budget preparation and tracking, risk tracking, and project planning.
- Participating in quality reviews to ensure work complies with specified standards.

Minimum Education: Bachelor’s

Minimum Experience: 1 years

L&D Consultant I

Functional Responsibilities: The L&D Consultant I has experience in supporting projects including, but not limited to:

- Designing and developing instructional products and courseware materials such as training materials/aids, course workbooks, and facilitation guides.
- Providing technical writing and editorial support.
- Developing training plans and materials.
- Synthesizing input from stakeholders and best practices in course subject matter in support of project-specific requirements.
- Designing storyboards and concepts for eLearning training.
- Delivering training sessions.
- Performing program management support tasks, including developing and administering workplans, developing status reports, managing risk, and preparing budgets.
- Participating in quality reviews to ensure work complies with specified standards.

Minimum Education: Bachelor’s

Minimum Experience: 5 years
**L&D Consultant II**

**Functional Responsibilities:** The L&D Consultant II has experience in supporting projects including, but not limited to:

- Supporting more junior team instructional designers.
- Managing larger, more complex, or technically advanced products and courseware materials such as training materials/aids, course workbooks, and facilitation guides.
- Synthesizing input from stakeholders and best practices in course subject matter in support of project-specific requirements.
- Leading instructional development tasks among multiple projects/courses.
- Leading training sessions.
- Identifying issues and utilizing the best practices, methodologies, and tools.
- Finalizing courseware materials for completeness and adherence to client requirements.
- Leading research, documentation, and analysis of stakeholder and organizational needs.
- Performing program management support tasks, including developing and administering workplans, developing status reports, managing risk, and preparing budgets.
- Leading quality reviews to ensure compliance with specified standards.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

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**L&D Program Manager**

**Functional Responsibilities:** The L&D Program Manager has experience in supporting projects including, but not limited to:

- Setting overall direction for client L&D engagements.
- Managing complex L&D programs often involving multiple learning events and courses.
- Communicating with team and client executives to ensure critical issues are addressed.
- Demonstrating expertise in program and/or systems management, planning and development.
- Organizing, directing, and coordinating production of L&D activities.
- Providing expert knowledge, advice, research, analysis, and leadership to L&D team and client executives.
- Providing leadership to influence objectives of complex efforts aimed at organization development, leadership development, or individual development.
- Leading training sessions.
- Drafting and reviewing work products for completeness and adherence to customer requirements.
- Serving as senior client liaison.
- Overseeing contract and financial management of one or more client engagements.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 15 years
**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>High School</td>
<td>1 year of relevant experience</td>
</tr>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>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</td>
</tr>
</tbody>
</table>