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: GSAAdvantage.gov.

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services  Class:
Contract Number: 47QRAA21D009E

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
Contract Period: August 24, 2021 – August 23, 2023

Contractor: Organizational Property Solutions, LLC
Business Size: Small
Telephone: 302-893-0725
Web Site: www.opsgroupllc.com
E-mail: lisafleetwood@opsgroupllc.com
Contract Administration: Lisa Fleetwood
Address: 495 Orchard Grove Way
Camden-Wyoming, DE 19934

CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN 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>541614</td>
<td>Deployment, Distribution and Transportation Logistics Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials (OLM's)</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. 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 Below.

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 below.
2. **Maximum Order:** $1,000,000.00

3. **Minimum Order:** $100.00

4. **Geographic Coverage (delivery Area):** Domestic

5. **Point(s) of production (city, county, and state):** N/A

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

7. **Quantity discounts:**
   - 1.00% discount off contracts totaling $100,000-$199,999
   - 2.00% discount off contracts totaling $200,000-$299,999
   - 3.00% discount off contracts totaling $300,000 or more

8. **Prompt payment terms:** 1% if paid within 10 days/Net 30
   
   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."

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: N/A

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: N/A

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:** N/A

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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Unique Entity Identifier (UEI): 079703747

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%. 

<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Contractor / Customer Facility</th>
<th>Year 1 Price</th>
<th>Year 2 Price</th>
<th>Year 3 Price</th>
<th>Year 4 Price</th>
<th>Year 5 Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611/541614</td>
<td>Procurement Specialist</td>
<td>Contractor Facility</td>
<td>$90.72</td>
<td>$92.31</td>
<td>$93.92</td>
<td>$95.57</td>
<td>$97.24</td>
</tr>
<tr>
<td>541611/541614</td>
<td>Consultant 1</td>
<td>Contractor Facility</td>
<td>$96.07</td>
<td>$97.76</td>
<td>$99.47</td>
<td>$101.21</td>
<td>$102.98</td>
</tr>
<tr>
<td>541611/541614</td>
<td>Subject Matter Expert 2</td>
<td>Contractor Facility</td>
<td>$96.07</td>
<td>$97.76</td>
<td>$99.47</td>
<td>$101.21</td>
<td>$102.98</td>
</tr>
<tr>
<td>541611/541614</td>
<td>Project Administrator 2</td>
<td>Contractor Facility</td>
<td>$96.07</td>
<td>$97.76</td>
<td>$99.47</td>
<td>$101.21</td>
<td>$102.98</td>
</tr>
<tr>
<td>541611/541614</td>
<td>Project Manager</td>
<td>Contractor Facility</td>
<td>$129.35</td>
<td>$131.61</td>
<td>$133.92</td>
<td>$136.26</td>
<td>$138.65</td>
</tr>
<tr>
<td>541611/541614</td>
<td>Project Manager, Senior - Technical</td>
<td>Contractor Facility</td>
<td>$133.30</td>
<td>$135.63</td>
<td>$138.01</td>
<td>$140.42</td>
<td>$142.88</td>
</tr>
<tr>
<td>541611/541614</td>
<td>Project Manager, Senior - Operations</td>
<td>Contractor Facility</td>
<td>$145.99</td>
<td>$148.54</td>
<td>$151.14</td>
<td>$153.79</td>
<td>$156.48</td>
</tr>
<tr>
<td>541611/541614</td>
<td>Business Process Consultant 2</td>
<td>Contractor Facility</td>
<td>$109.97</td>
<td>$111.89</td>
<td>$113.85</td>
<td>$115.84</td>
<td>$117.87</td>
</tr>
<tr>
<td>541611/541614</td>
<td>Asset Management Analyst 4</td>
<td>Contractor Facility</td>
<td>$141.05</td>
<td>$143.52</td>
<td>$146.03</td>
<td>$148.59</td>
<td>$151.19</td>
</tr>
</tbody>
</table>
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).

**Labor Categories**

Education/experience substitutions are accepted as stated in the descriptions and are generally defined as:

<table>
<thead>
<tr>
<th>Education or Years’ Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Degree</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>Master’s Degree</td>
</tr>
<tr>
<td>Doctorate</td>
</tr>
</tbody>
</table>

**Procurement Specialist**

Possesses background in contracts and solid level of negotiation skills with suppliers/vendors. Ability to draft, negotiate, administer, extend, terminate, and re-negotiate contracts. Evaluates and monitors contract performance to determine necessity for amendments and compliance of obligations.

Must be able to travel, as required by the customer, to support the project.

**Minimum Required Education/Experience:** Bachelor’s degree in related discipline and 3 years related experience.

**Consultant 1**

Serves as a specialist who supports program/project execution. Is able to address issues and problems regarding program execution. Specialty may be in a management discipline, property management, logistics or space planning. Provides expertise based on experience in the area of specialization. Brings a high level of competency in their specialized area and “best practices” used in government and private industry. May provide training as a subject matter specialist.

Must be able to travel, as required by the customer, to support the project.

**Minimum Required Education/Experience:** Bachelor’s degree in related discipline and 3 years related experience.
Subject Matter Expert 2

Working within broad area of objectives, the SME 2 preforms tasks related to strategic planning, systems alignment, organizational assessment, process improvement, and related support services. This person has a high level of specialized knowledge and experience and demonstrates abilities to effectively analyze problems, gather and research data, and propose solutions or alternatives. May provide training as a subject matter expert.

Must be able to travel, as required by the customer, to support the project.

**Minimum Required Education/Experience:** Bachelor’s degree in business, management or related discipline and 5 years related experience.

Project Administrator 2

Takes lead role in all efforts related to supporting project management. Manages and maintains detailed records utilizing appropriate project management tools. Interfaces with all internal and external staff and management associated with project. Manages reporting processes. Must have extensive knowledge of the Microsoft suite of products. Proficiency in Microsoft Project and/or other project management software tools preferred.

Must be able to travel, as required by the customer, to perform specified support functions.

**Minimum Required Education/Experience:** Bachelor’s degree in Business or related field and 2 years related experience.

Project Manager

Manages and develops all aspects of projects and project planning related to operational units. Maintains detailed records utilizing appropriate project management tools. Interfaces with all internal and external stakeholders. Is accountable for all reporting processes. Must have extensive knowledge of the Microsoft suite of products. Must have working knowledge of Microsoft Project and/or other project management software tools.

Must be able to travel, as required by the customer, to perform specified project management functions.

**Minimum Required Education/Experience:** Bachelor's degree in business or related field and 4 years experience.

**Acceptable Education/Experience Substitution:** 8 years experience in project management; or PMP certification with years 6 PMP experience.
Project Manager, Senior – Technical

Manages and develops all aspects of projects and project planning related to technical units. Technical areas include but are not limited to Engineering, design and IT services. Is responsible for deliverables, program analysis and project reporting. Manages and maintains detailed records utilizing appropriate project management tools. Interfaces with all internal and external stakeholders. Is accountable for all reporting processes. Must have extensive knowledge of the Microsoft suite of products. Must have working knowledge of Microsoft Project and/or other project management software tools.

Must be able to travel, as required by the customer, to perform specified project management functions.

Minimum Required Education/Experience: Bachelor’s degree in the specific field of expertise and 6 years experience.

Acceptable Education/Experience Substitution: 10 years experience in project management within the specific field of expertise; or PMP certification with 8 years experience within field of expertise.

Project Manager, Senior – Operations

Manages and develops all aspects of projects and project planning related to operational units. Is responsible for deliverables, program analysis and project reporting. Manages and maintains detailed records utilizing appropriate project management tools. Interfaces with all internal and external stakeholders. Is accountable for all reporting processes. Must have extensive knowledge of the Microsoft suite of products. Must have working knowledge of Microsoft Project and/or other project management software tools.

Must be able to travel, as required by the customer, to perform specified project management functions.

Minimum Required Education/Experience: Bachelor’s degree in business or related field and 6 years experience.

Acceptable Education/Experience Substitution: 10 or more years experience in project management; or PMP certification with years 8 PMP experience.

Business Process Consultant 2

Works with end user groups to solve problems relating to property management. Evaluates existing procedures and/or needs to recommend and implement changes. Maintains the property records. Performs property inventories, property management functions. Operates automated bar-code scanning equipment. Must have extensive knowledge of the Microsoft suite of products including: Word, Excel, PowerPoint and Outlook. Must be able to learn and use customized software packages to track property. Familiar with a variety of concepts, practices and procedures as they relate to asset management.

Must be able to travel, as required by the customer, to perform property management related duties.

Minimum Required Education/Experience: Bachelors Degree in Computer Science, Business or
related technical discipline and 4 years related experience.

**Acceptable Education/Experience Substitution:** 8 years experience in property management functions.

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**Asset Management Analyst 4**

May lead and direct the work of others as tasks/projects relate to property management. Works with end user groups to solve problems relating to property management. Evaluates existing procedures and/or needs to recommend and implement changes. Maintains the property records. Performs property inventories, property management functions. Operates automated bar-code scanning equipment. Must have extensive knowledge of the Microsoft suite of products including: Word, Excel, PowerPoint and Outlook. Must be able to learn and use customized software packages to track property. Familiar with a variety of concepts, practices and procedures as they relate to asset management.

Must be able to travel, as required by the customer, to perform property management related duties.

**Minimum Required Education/Experience:** Bachelor’s degree in Computer Science, Business or related technical discipline and 4 year experience.

**Acceptable Education/Experience Substitution:** 8 years experience in property management or business management functions.