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

SCHEDULE TITLE: Multiple Award Schedule

FEDERAL SUPPLY GROUP: Professional Services

FSC Classes/Product Codes:
- R408 - Support- Professional: Program Management/Support

CONTRACT NUMBER: 47QRAA22D006U

CONTRACT PERIOD: March 16, 2022 through March 15, 2027

CONTRACTOR:

Ozey LLC  
3 Bethesda Metro Center  
Suite 700  
Bethesda, MD, 20814  
(301) 494-1800  
s.chukwueme@ozeyllc.com  
https://www.ozeyllc.com/

CONTRACTOR’S ADMINISTRATION SOURCE:

Stella Chukwueme, JD  
3 Bethesda Metro Center  
Suite 700  
Bethesda, MD, 20814  
(301) 494-1800  
s.chukwueme@ozeyllc.com

BUSINESS SIZE: Small

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. Pricelist current as of Mod PS-0003, effective 08/25/2022.
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>SINs</th>
<th>Recovery</th>
<th>SIN Title</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>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Item: See Pricelist (Government net price based on a unit of one)

1c. Hourly Rates: See Pricelist (includes discount and IFF)

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 contactor 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

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). 3 Bethesda Metro Center, Suite 700, Bethesda, MD, 20814

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

7. Quantity discounts. 1.5% for orders over $150,000
8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.  
0.5% if paid within 10 Days; 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).  Not Applicable

10a. Time of delivery. (Contractor insert number of days.)  To Be Determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list.  To Be Determined at the Task Order level

10c. Overnight and 2-day delivery.  To Be Determined at the Task Order level

10d. Urgent Requirements.  To Be Determined at the Task Order level

11. F.O.B. point(s).  Destination

12a. Ordering address(es).  3 Bethesda Metro Center, Suite 700, Bethesda, MD, 20814

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).  3 Bethesda Metro Center, Suite 700, Bethesda, MD, 20814

14. Warranty provision.  Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable.  Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable).  Not Applicable

17. Terms and conditions of installation (if applicable).  Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  Not Applicable

18b. Terms and conditions for any other services (if applicable).  Not Applicable
19. List of service and distribution points (if applicable).  Not Applicable

20. List of participating dealers (if applicable).  Not Applicable

21. Preventive maintenance (if applicable).  Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).  Not Applicable

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/.  Not Applicable

23. Unique Entity Identifier (UEI) Number.  KNJ5JPBQB75H7

24. Notification regarding registration in System for Award Management (SAM) database.  Contractor registered and active in SAM

LABOR CATEGORY DESCRIPTIONS

<table>
<thead>
<tr>
<th>Communication &amp; Infographic Specialist</th>
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</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
</tr>
<tr>
<td>Three (3) years of experience in graphic layout skills and knowledge relative to web, design, printing materials and presentation. Proven experience with MS Office and design software. Skilled in content creation, including online publishing. Experience with graphic programs, such as Photoshop, Illustrator, In Design or similar</td>
</tr>
</tbody>
</table>
Responsibilities:

- Develops and maintain communication aids such as videos, demos, presentations, and other educational techniques
- Develops conformant Section 508 electronic documents, webpages, and infographics
- Utilizes graphic design software to develop and produce graphic art and visual materials
- Designs, manages, and implements communications projects such as publications – print and digital; publish annual educational catalog, magazines, brochures, eblasts and broadcasts, PPT presentations, video YouTube broadcasts, online education, handbooks, and other branding materials.
- Creates and implements concepts and visual communication styles for marketing, PR/press relations, and promotional campaigns
- Transforms complex data on programs into visuals and graphics for dissemination to different stakeholders
- Provides graphics content for use in different output and/or platforms

Editor

Minimum Education: Bachelor’s Degree

Minimum Years’ Experience:

- Three (3) years of experience in English, Journalism, Communication, or related field with excellent writing, editing and proofreading skills. A creative thinker with outstanding communication and interpersonal skills. Proven experience with MS Office and design software. Demonstrated excellence in content creation, including online publishing. Experience with HTML, XML, and related content-management tools.

Responsibilities:

- Overseas projects from delivery of approved content from manuscript to published product, including coordinating with content strategist, analyst, process owners to incorporate corrections
• Reviews all assigned projects for in-house style, grammar, and punctuation
• Adjust and optimize the tone, technical terms, level of detail and style used in documentation to engage the target audience and enable knowledge transfer
• Plan the contents of publications according to the publication’s style, editorial policy, and publishing requirements.
• Develops and maintain communication aids such as videos, demos, presentations, and other educational techniques.
• Collaborates with Subject Matter Experts (SMEs) to conduct an analysis of the existing system, gather supporting documentation to clarify the current state of the business processes to be documented
• Proofread text for errors in grammar, punctuation, and spelling and check for readability, style, and agreement with editorial policy
• Reviews defined Section 508 standards and develops conformant Section 508 electronic documents, webpages, and infographics
• Ensures articles, manuals, proposals, and other publications meet style, formatting, and general quality standards

<table>
<thead>
<tr>
<th>Junior Monitoring &amp; Evaluation Specialist</th>
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<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
</tr>
<tr>
<td>Master’s Degree or Higher</td>
</tr>
<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
</tr>
<tr>
<td>Five (5) years of progressively responsible professional experience in a performance monitoring and/or evaluation role with an organization.</td>
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<tr>
<td>• Master’s Degree may be substituted with bachelor’s degree + 2 years additional relevant experience.</td>
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<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
<tr>
<td>• Demonstrated ability in data analysis, project design, monitoring, and evaluation of development activities</td>
</tr>
<tr>
<td>• Experience developing results frameworks, logical frameworks, or similar tools for project design</td>
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<tr>
<td>• Experience developing and/or using performance management plans or similar tools</td>
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</tbody>
</table>
- Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis—in multiple sectors. Experience using knowledge management software or database
- Coordinate with Information Officer, collate and provide analysis of data and information, producing substantive analytical and informative reports
- Assist in the development of accurate, realistic, and measurable baselines, indicators, and targets at the sector level
- Coordinate with Sector Leaders and Sector Strategy and Coordination Advisors in the yearly/quarterly Work Plan exercises, providing guidance and quality assurance

<table>
<thead>
<tr>
<th>Program Manager</th>
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</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
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<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
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<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
<tr>
<td>- Develops a detailed project plan to monitor and track progress, including identifying resources, setting targets for milestones, and adhering to deadlines</td>
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<tr>
<td>- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques</td>
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<tr>
<td>- Performs quality control on the project throughout development to maintain expected standards</td>
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<tr>
<td>- Provides project updates and reports on a consistent basis to various stakeholders about strategy, adjustments, and progress</td>
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<tr>
<td>- Develops comprehensive documentation that meets the standard of the organization</td>
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<tr>
<td>- Have a deep understanding of products and services to convert complex information into simple, polished, and engaged content</td>
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</tbody>
</table>
• Work with development and support leads and managers to identify documentation repositories and regulate the best solution for data compilation

## Program Officer

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Minimum Years’ Experience:</td>
<td>Two (2) years of relevant administrative or program experience working with organizations, agencies, and governmental offices. Good interpersonal and communications skills and usage of office software packages, knowledge of database packages and handling of web-based management systems.</td>
</tr>
</tbody>
</table>

### Responsibilities:

- Provides information and documentation on specific stages of projects/program implementation
- Assist in developing and implementing project communication strategies
- Tracks and reports on program implementation and fund utilization
- Plan and executes program activities in timely and accurate manner
- Conducts program reviews and prepare reports for management
- Prepares meeting agenda, organize meetings, and distribute minutes
- Coordinates, gathers, and presents information for developing and implementing program strategy, work plans, project monitoring and evaluation, and auditing
- Assists in preparation, filing, compilation, and dissemination of documents/materials relating to the program
- Assists with event logistics, including audio/visual and PowerPoint presentations, registrations, and materials for the event
- Provides management oversight and direction for program operations with focus on operational optimization
- Manages and monitors grants and prepare funding reports
### Senior Monitoring & Evaluation Specialist

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Master’s Degree or Higher</th>
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</thead>
<tbody>
<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
<td>Five (5) years of experience in technical leadership with strong interpersonal, communication, collaboration, and support in four major areas:</td>
</tr>
<tr>
<td></td>
<td>• Long-term strategic plans and implementation with a view toward M&amp;E requirements</td>
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<td></td>
<td>• Developing logic models and indicators for domestic and international technical assistance projects</td>
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<tr>
<td></td>
<td>• Monitoring and evaluation progress against stated results for M&amp;E plans, and</td>
</tr>
<tr>
<td></td>
<td>• Analysis of Work Plan implementation and objectives, including activities linking planning with regular progress reviews and resource allocations.</td>
</tr>
</tbody>
</table>
Responsibilities:

- Coordinates with stakeholders, draft/prepare M&E plans and associated M&E templates
- Provides technical support to regional M&E Unit and sector initiatives
- In coordination with Information Officer, collates and provides analysis of data and information, producing substantive analytical and informative reports
- Develops accurate, realistic, and measurable baselines, indicators, and targets at the sector level
- Coordinates with Sector Leaders and Sector Strategy and Coordination Advisors in the yearly/quarterly Work Plan exercises, providing guidance and quality assurance
- Develops M&E mechanisms at sector level, as well as relevant field-friendly tools, modes and systems for data collection, and subsequent analysis
- Creates, implements, and provides training on necessary monitoring and evaluation templates and databases
- Installs sound monitoring and evaluation systems to ensure proper implementation of sector interventions
- Guide the documentation processes for the best practices and lessons learnt based on program approaches pertinent to implementation of sector interventions

Training Specialist

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree</th>
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<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>Three (3) years of experience with strong interpersonal and communication skills working effectively with a wide range of constituencies in a diverse community. Teaching and facilitation skills with the ability to determine training objectives. Organizational and coordinating skills. With the ability to design, develop, implement, and evaluate training plans, curricula, and methodology.</td>
</tr>
</tbody>
</table>
Responsibilities:

- Delivers group and individual instruction and training covering a range of technical, operational, and/or management areas in a specified field
- Develops training curricula and/or recommends or utilizes customer programs that meet instructional goals and objectives
- Formulates training outlines and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops
- Selects or develops training aids, including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works
- Coordinates or performs administrative functions necessary to deliver and document training programs
- Directs structured learning experiences and monitors their quality results
- Supports the development of processes, procedures, and systems for data quality assurance (DQA) including to ensure alignment with the Quality Assurance strategy of the project data.
- Supports training of data collection teams and data managers as needed
- Evaluates effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods

Technical Writer

Minimum Education: Bachelor’s Degree

Minimum Years’ Experience: Two (2) years of experience with proficiency in Microsoft Word, Microsoft SharePoint, Adobe Photoshop, Adobe Acrobat, Visio, Graphic/Authoring tools, and IT methodologies.

Have direct experience writing technical documents for government or a government contractor.

Responsibilities:

- Writes, rewrites and/or edits technical documents to communicate clearly and effectively technical specifications and instructions to a wide range of audiences.
- Develops, writes, and publishes internal and external publications using various graphic design tools.
- Work with internal teams to develop, edit, and maintain security documentation for Standard Operating Procedures (SOPs), policies, guides, system security plans and training materials.
- Works independently preparing and maintaining highly complex documentation, procedures and methods.
- Provides expert oversight of technical writing and editing to all phases of technical documentation for a Program, Project, or Contract as required.
- Create document flow diagrams. Study drawings, specifications, mockups, and product samples. Create user documentation for a variety of material, including how-to guides and instruction manuals.
- Ability to demonstrate technical aptitude and to synthesize technical information
- Demonstrable ability to grasp technical concepts and translate to compelling, understandable documents for both technical and non-technical readers.
- Very strong interpersonal, communication, collaboration, and leadership skills.

### Business Analyst

**Minimum Education:** Bachelor’s Degree

**Minimum Years’ Experience:**

- Five (5) years of experience with proficiency in Microsoft Word, Microsoft SharePoint.
- Bachelor’s Degree may be substituted with Associate Degree + 2 years additional relevant experience.

**Responsibilities:**

- Collaboration and alignment - This role directly interface with members of many departments across the organization. key element of this will include collaboration with multiple business team leaders to document business challenges and design technical solutions aligned with Enterprise standards.
- Detailed knowledge of the Systems Development Lifecycle (SDLC) and can communicate these requirements to all stakeholders.
- Quality Assurance - Ensures that business requirements documentation and project scope include clear traceability of individual requirements to components of the solution design and documents testing requirements to ensure that business users receive the highest quality solution.
- Ensures that data and Business Intelligence projects are delivered in alignment with IT standards for Data, Security and Business Intelligence Standards.
• Contributes to the development and execution of Documentation work packages on small to large projects and initiatives to support project and business objectives.
• Consults with SME’s to analyze business needs and perform extensive GAP analysis on the project as there are numerous “As-Is” and “To-Be” conditions.
• SAP SD module implementation As-Is, To-Be study and documentation, GAP analysis of business process in line with SAP standard.
• Responsible for direct interaction with clients including, but not limited to, eliciting comprehensive business requirements and use cases, providing value-added analysis, and recommending appropriate solutions.
• Work with Development, QA, and Production Support teams to communicate, verify, and test the desired functionality changes.
• Work with the clients to demonstrate the new functionality and/or changes to the system to ensure all relevant business needs are addressed.
• Develop training materials and lead training sessions in one-on-one or classroom environment.

<table>
<thead>
<tr>
<th>Business Operations Specialist</th>
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</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
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<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
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</tbody>
</table>

**Responsibilities:**

- Analyzes how information is recorded and how the process can be improved.
- Analyzes customer needs and determines how operations can be altered to improve service to customers and better meet their needs.
- Evaluates all company operations to make sure they are compliant with safety standards and other rules and regulations of the industry.
- Trains business operations staff.
- Assists in the development, maintenance, and revision of policies, standards, procedures, work instructions, and guidelines of information technology and security programs and related business activities.
- Create and maintain clear, concise, and accurate documentation to meet Quality Assurance and 508 compliance standards.
- Translates business specifications into user documentation. Plans, writes, and maintains systems and user support documentation efforts, including online help screen.
• Reviews and evaluates current Federal client documentation including, but not limited to, Policies, Procedures, Guidelines, SOPs, Security Plans, Risk Assessments, System-Level Controls Appendices, Application-Level Controls Appendices, and Security Categorizations.
• Maintain SharePoint sites/document libraries to ensure documentation is easily accessed and accurate.

### Project Manager

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>Three (3) years of experience in project management (i.e., risk management, cost estimating, schedule development). PM Process/Tools Experience: Microsoft Project, understanding of the PPM framework in a PMO environment</td>
</tr>
</tbody>
</table>

### Responsibilities:

- Develop a detailed project plan to monitor and track progress, including identifying resources, setting targets for milestones, and adhering to deadlines
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Perform quality control on the project throughout development to maintain expected standards
- Provide project updates and reports on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Develop comprehensive documentation that meets the standard of the organization
- Have a deep understanding of products and services to convert complex information into simple, polished, and engaged content
- Work with development and support leads and Managers to identify documentation repositories and regulate the best solution for data compilation
# PRICING

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 1 GSA Price + IFF</th>
<th>Year 2 GSA Price + IFF</th>
<th>Year 3 GSA Price + IFF</th>
<th>Year 4 GSA Price + IFF</th>
<th>Year 5 GSA Price + IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Communication &amp; Infographic Specialist</td>
<td>$97.75</td>
<td>$100.20</td>
<td>$102.71</td>
<td>$105.28</td>
<td>$107.91</td>
</tr>
<tr>
<td>541611</td>
<td>Editor</td>
<td>$107.73</td>
<td>$110.42</td>
<td>$113.18</td>
<td>$116.01</td>
<td>$118.91</td>
</tr>
<tr>
<td>541611</td>
<td>Junior Monitoring &amp; Evaluation Specialist</td>
<td>$134.66</td>
<td>$138.03</td>
<td>$141.47</td>
<td>$145.01</td>
<td>$148.63</td>
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<tr>
<td>541611</td>
<td>Program Manager</td>
<td>$169.57</td>
<td>$173.81</td>
<td>$178.16</td>
<td>$182.61</td>
<td>$187.17</td>
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<td>541611</td>
<td>Program Officer</td>
<td>$81.79</td>
<td>$83.84</td>
<td>$85.93</td>
<td>$88.08</td>
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<td>541611</td>
<td>Senior Monitoring &amp; Evaluation Specialist</td>
<td>$164.58</td>
<td>$168.70</td>
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<td>541611</td>
<td>Training Specialist</td>
<td>$121.69</td>
<td>$124.74</td>
<td>$127.86</td>
<td>$131.05</td>
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<td>541611</td>
<td>Technical Writer</td>
<td>$69.82</td>
<td>$71.57</td>
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<td>541611</td>
<td>Business Analyst</td>
<td>$89.77</td>
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<td>541611</td>
<td>Business Operations Specialist</td>
<td>$69.82</td>
<td>$71.57</td>
<td>$73.35</td>
<td>$75.19</td>
<td>$77.07</td>
</tr>
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<td>541611</td>
<td>Project Manager</td>
<td>$109.72</td>
<td>$112.46</td>
<td>$115.27</td>
<td>$118.16</td>
<td>$121.11</td>
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