General Services Administration
Authorized Federal Supply Schedule Price List
Multiple Award Schedule
Federal Supply Group: Professional Services
GSA Contract Number: 47QAAA22D00DD

Contract Period: August 9, 2022, through August 8, 2027
Note: The government has the option of exercising 3 Option Periods of 5 years each.

Women Owned Small Business ~ Veteran Owned Small Business
Service-Disabled Veteran Owned Small Business
SBA-Certified Small Disadvantaged Business

Mainsail Group, LLC
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Bedford, MA 01730
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Contact for Contract Administration:
Michael Finnegan
mfinnegan@mainsailgroupinc.com
Tel.: (978) 758-2835
FAX: (508) 358-3569

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 for GSA Advantage! is: www.GSAAdvantage.gov.
Scope of the Contract

Under our GSA Multiple Award Schedule contract, MAINSAIL Group can provide a wide range of services for federal agencies. In addition, states and municipalities can use this contract for disaster recovery services. Our contract includes the following scope of work items, called “Special Item Numbers” (SINs).

**SIN 541330ENG, Engineering Services**

*Federal agencies can order services from MAINSAIL under SIN 541330ENG. State and local agencies can procure services under SIN 541330ENGRC.*

Services include applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services. NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.


*Federal agencies can order services from MAINSAIL under SIN 541330EMI. State and local agencies can procure services under SIN 541330EMIRC.*

Services include applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems specifically relating to military aerospace equipment and/or military weapons, and/or engineering services awarded under the National Energy Policy Act of 1992, and/or marine engineering or naval Architecture. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation, and related services. NOTE: The scope of this SIN is limited to services associated with NAICS 541330 Exception 2 "Military and Aerospace Equipment and Military Weapons", NAICS 541330 Exception 3 "Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992" and NAICS 541330 Exception 4 "Marine Engineering and Naval Architecture". These NAICS exceptions have a size standard of $41.5 Million.

**SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**

*Federal agencies can order services from MAINSAIL under SIN 541611. State and local agencies can procure services under SIN 541611RC.*

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and
grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.

**SIN 541614SVC, Supply and Value Chain Management**
Federal agencies can order services from MAINSAIL under SIN 541614SVC. State and local agencies can procure services under SIN 541614SVCRC.

Includes supply and value chain management, which involves all phases of the planning, acquisition, and management of logistics systems.

**SIN 541715, Engineering Research and Development and Strategic Planning**
Federal agencies can order services from MAINSAIL under SIN 541715. State and local agencies can procure services under SIN 541715RC.

Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting. NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

**SIN 541420, Engineering System Design and Integration Services**
Federal agencies can order services from MAINSAIL under SIN 541420. State and local agencies can procure services under SIN 541420RC.

Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production,
distribution, use, and maintenance. Associated tasks include, but are not limited to computer-aided design, e.g., CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis. NOTE: Services under this NAICS cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

**SIN OLM, Order-Level Materials**

If any OLMs become part of a task order, they are placed under SIN OLM (for task orders for Federal government agencies and departments) or SIN OLMRC (for task orders for state or local agencies).

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line-Item Number (CLIN) and are subject to a Not to Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs, and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.
Advantages of Using a GSA Schedule Contract

Do you need a quick, convenient, and cost-effective way to order services from MAINSAIL? Our GSA contract provides an excellent solution. It offers the following advantages:

- **Dramatic time savings.** You can typically complete the task order initiation process (as specified in FAR 8.405) very quickly—often in a matter of days or weeks.

- **Minimal administrative burden.** When you place an order with MAINSAIL through our GSA Contract, the order will be considered to have been placed using “full and open competition.”
  - You are not required to synopsize the requirement ahead of time in SAM.gov.
  - GSA has already determined that prices offered by GSA contractors are “fair and reasonable.”
  - All applicable federal procurement laws and regulations, including “Small Business” set-asides and other types of set-asides, have already been applied.

- **No dollar limits** on task orders.

- **Socioeconomic contracting credit.** For each Task Orders issued to MAINSAIL, your agency will receive credit for contracting with Women Owned Small Business, Veteran Owned Small Business, Service-Disabled Veteran Owned Small Business, and Small Disadvantaged Business.

- **Flexibility.** For example, if you do not know the precise amount or types of services that you would like to purchase, you can set up a “Blanket Purchase Agreement” (BPA) with MAINSAIL. You can use the BPA as an ordering device in which all your offices can participate, allowing them to place orders directly with MAINSAIL.

- **Direct relationship** with MAINSAIL.
  - GSA will not get involved in your selection process.
  - Your agency will not have to transfer funds to GSA and will not have to set up an interagency agreement.
  - MAINSAIL will deliver services and submit invoices directly to your agency. You will remit payment directly to MAINSAIL. GSA does not insert itself into the client/contractor relationship.
**Prices**

The following prices are “net” (prices shown include all applicable discounts and are inclusive of the 0.75% Industrial Funding Fee).

**Contractor Site Prices**

<table>
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<tr>
<th>MAINSAIL Labor Category</th>
<th>SINs</th>
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<th>Year 2 8/9/2023 to 8/8/2024</th>
<th>Year 3 8/9/2024 to 8/8/2025</th>
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**Service Contract Labor Standards (formerly Service Contract Act)**

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<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
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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).
Position Descriptions

Budget Analyst - Subject Matter Expert

**Functional Responsibilities**
Performs tasks which apply advanced knowledge and skill in budget-related laws, regulations, policies, precedents, methods, and techniques. Tasks may include support for Planning, Programming, Budgeting, and Execution (PPBE) activities; conducting multi-year programming studies and budget analyses, including, survey methods, findings, evaluations, and recommendations; supporting budget formulation efforts by developing, managing, and maintaining spreadsheets and budget artifacts used for development of Congressional Budget Justification; financial analysis; and development of draft briefs for VA management on the organization's budget.

**Minimum Education Requirement**
Bachelor’s

**Minimum Experience Requirement**
12 years

**Certification Requirements**
Secret or Higher Security Clearance

Business Analyst - Junior

**Functional Responsibilities**
Creates a detailed business analysis, outlining problems, opportunities and solutions for a business. Provides the following: budgeting and forecasting, planning and monitoring, financial modelling, variance analysis, pricing, reporting, defining business requirements, and conducting market analyses.

**Minimum Education Requirement**
Bachelor’s

**Minimum Experience Requirement**
5 years

**Certification Requirements**
Secret or Higher Security Clearance

Business Architect - Senior

**Functional Responsibilities**
Performs tasks which structure the enterprise in terms of its governance structure, business processes, and business information; align strategic goals and objectives with decisions regarding products and services, partners and suppliers, organization, capabilities, and key
business and IT initiatives. Tasks may include developing a business architecture strategy based on a situational awareness of various business scenarios and motivations; applying a structured business architecture approach and methodology for capturing the key views of the enterprise; capturing the tactical and strategic enterprise goals that provide traceability through the organization and are mapped to metrics that provide ongoing governance; defining the set of strategic, core and support processes that transcend functional and organizational boundaries; identifying external entities such as customers, suppliers, and external systems that interact with the business and describing which people, resources and controls are involved in the processes; and capturing the relationships among roles, capabilities and business units, the decomposition of those business units into subunits, and the internal or external management of those units.

**Minimum Education Requirement**
Bachelor's

**Minimum Experience Requirement**
8 years

**Certification Requirements**
Secret or Higher Security Clearance

**Business Process Engineer - Senior**

**Functional Responsibilities**
Evaluates current business processes and recommends solutions for improvements. Applies skills in performing management and support of the analysis, design, development, and implementation of diverse, enterprise-wide processes. Helps design study processes; conducts studies in support of business process reengineering, improvements and management; develops implementation plans; and supports the process of implementing and sustaining improvements. Defines, implements and maintains business processes and procedures to meet business objectives. Analyzes and identifies opportunities for business process improvements. Develops initiatives for continuous business process improvements. Ensures compliance with customer and company proposed standards. Works with other process engineers in integration of new and existing business processes. Uses best practices to carry out business process analysis, re-engineering, process measurements and change management activities. Works with stakeholders to identify business requirements, processes and risks. Builds and evaluates financial models for cost estimation, cash flow and cost reduction. Provides technical advice on processing technology, capability, risks, costs.

**Minimum Education Requirement**
Bachelor’s

**Minimum Experience Requirement**
10 years
Certification Requirements
Secret or Higher Security Clearance

Business Process Engineer - Subject Matter Expert

Functional Responsibilities
Applies national-level expertise in evaluating current business processes and recommending solutions for improvements. Leads the analysis, design, development, and implementation of diverse, enterprise-wide processes and application systems. Provides intellectual leadership and mentors less senior staff members. Designs study processes; conducts studies in support of business process reengineering, improvement and management; develops implementation plans; and supports the process of implementing and sustaining improvements.

Minimum Education Requirement
Bachelor's

Minimum Experience Requirement
15 years

Certification Requirements
Secret or Higher Security Clearance

Change Management Specialist - Senior

Functional Responsibilities
Performs tasks requiring the knowledge and skills for a multidisciplinary approach to managing change and transition within organizations, programs, and projects. Tasks may include developing plans associated with transition management, implementation of major initiatives, communications associated with major initiatives, risk assessment, and organizational transformation and culture change; completing change management assessments and change management strategy; identifying and managing anticipated resistance; creating actionable deliverables, such as a communication plan, roadmap, coaching plan, training plan, or resistance management plan; supporting and engaging senior leaders; supporting organizational design and definition of roles and responsibilities; integrating change management activities into project plan, and evaluating and ensuring user readiness; managing stakeholders; tracking and reporting issues; defining and measuring success metrics and monitoring change progress.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
6 years

Certification Requirements
Secret or Higher Security Clearance
Consultant - Junior

Functional Responsibilities

Assists in identifying and documenting deficiencies and dysfunctionality in existing clinical, financial or business processes and information systems. Collects, documents, and analyzes information concerning clients’ current clinical, financial or business processes and information systems. Helps develop “As Is” and “To Be” models as part of business process reengineering projects.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
4 years

Certification Requirements
Secret or Higher Security Clearance

Consultant - Senior

Functional Responsibilities

Serves as a senior-level analytical correspondent within engagement team. Assumes responsibility for contributing to work plan development, reaching engagement milestones, and often leading specific project tasks. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Project Manager. Proficient in the use of vendor tools and helps to ensure projects meet overall program objectives by performing status reports, verifying work plan completeness, and communicating with team members. Other experience includes development of leadership/management skills, performing benchmark analyses, building organizational design models, and creating financial cost and revenue models.

Minimum Education Requirement
Master’s

Minimum Experience Requirement
8 years

Certification Requirements
Secret or Higher Security Clearance

General Interdisciplinary Engineer II

Functional Responsibilities

Applies in-depth knowledge and skill in applying engineering theories, principles, concepts, standards, and methods sufficient to extend or modify theories, concepts, and assumptions;
resolve unique or novel problems, conditions, or issues of moderate complexity; adjust or alter standard practices, equipment, devices, processes, and known techniques; provide advice to professional colleagues and/or agency officials responsible for broad program operations; provide significant and innovative recommendations for advancing programs and/or methods; and execute significant projects representing important segments customer’s operating programs. Apply engineering best practices, judgment and ingenuity in evaluating the value and applicability of new or improved technology, strategies, trends, or applications; investigates, predicts, and anticipates issues and conditions extending beyond a single specialty area, and affecting known standards, approaches, precedents, or concepts. Develops or collaborates in the formulation of new standards, applications, concepts, or theories changing existing knowledge and extending an understanding of phenomena; assesses and carries out strategies and actions to affirm the integrity, economy, quality, and effectiveness of engineering, or scientific programs; advocates recommendations, strategies, and actions to reconcile or resolve novel, conflicting, or controversial issues or policies.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
10 years

Certification Requirements
Secret or Higher Security Clearance

Lean Six Sigma Specialist

Functional Responsibilities
Performs tasks which require knowledge of Six Sigma philosophies and principles, including supporting systems and tools; an understanding of team dynamics and how to assign team member roles and responsibilities based on a thorough understanding of all aspects of the DMAIC model in accordance with Six Sigma principles; and Lean enterprise concepts, with the ability to identify non-value-added elements and activities using specific tools related to Lean and Six Sigma. Tasks may include employing quality management systems, tools, and techniques to help organizations transform, including, but not limited to Lean Six Sigma (LSS), ISO 9000/9001, and the Malcolm Baldrige Quality Award criteria.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
4 years

Certification Requirements
Secret or Higher Security Clearance
Logistics Manager I

Functional Responsibilities

Develops or performs logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support non-complex missions, weapons systems, or other designated programs. Identifies the specific requirements for funding, manpower, materiel, facilities, and services needed to support the program; and correlates those requirements with program plans to assure that the needed support is provided at the right time and place. Applies knowledge of the acquisition lifecycle and product support planning during each phase; and works as part of a collaborative project team. Must be proficient in MS Word, Excel, PowerPoint, Access, Visio, and Project. Must have experience with defense acquisition management processes in accordance with DoD 5000 series instructions; knowledge of the DoD’s integrated product support element structure; familiarity with the Product Support Business Case Analysis (PS-BCA) and Life Cycle and Sustainment Plan (LCSP) processes; familiarity with accomplishing a Logistics Health Assessment (LHA); knowledge of the DoD Product Support Manager Guidebook. Helps coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time.

Minimum Education Requirement

Bachelor’s

Minimum Experience Requirement

4 years

Certification Requirements

Secret or Higher Security Clearance

Logistics Manager III

Functional Responsibilities

Develops or performs logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support complex missions, weapons systems, or other designated programs. Identifies the specific requirements for funding, manpower, materiel, facilities, and services needed to support the program; and correlates those requirements with program plans to assure that the needed support is provided at the right time and place. Applies advanced knowledge of the acquisition lifecycle and product support planning during each phase; and the ability to work both independently and as part of a collaborative project team. Must be proficient in MS Word, Excel, PowerPoint, Access, Visio, and Project. Must have extensive experience with defense acquisition management processes in accordance with DoD 5000 series instructions; knowledge of the DoD’s integrated product support element structure; familiarity with the Product Support Business Case Analysis (PS-BCA) and Life Cycle and Sustainment Plan (LCSP) processes; familiarity with accomplishing a Logistics Health Assessment (LHA); knowledge of the DoD Product Support Manager Guidebook. The
Logistics Manager III must have the ability to lead a large project team in completing complex projects; and broad knowledge of the organization and functions of activities involved in providing logistical support. Coordinates and evaluates the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time.

**Minimum Education Requirement**
Master’s

**Minimum Experience Requirement**
12 years

**Certification Requirements**
Secret or Higher Security Clearance

### Logistics Specialist-Editor II

**Functional Responsibilities**
Applies technical logistics expertise to manage efforts necessary to enhance cost effectiveness and quality of logistics programs. Serves as the logistics management specialist in support of acquisition phases of assigned systems, programs, or major equipment. Plans, manages, and coordinates cradle-to-grave life cycle support for assigned systems or subsystems, integrating separate functions of supply, maintenance, procurement, and quality assurance into logistics activities required to sustain system fielding. Develops routine Integrated Logistics Support (ILS) plans and milestones or segments of larger plans as directed by policy and guidance to provide products for users, ensuring the most effective and economical means of support are considered and planned for during all stages of a weapon system’s or other equipment’s life cycle. Develops funding inputs along with milestones and performance criteria for all systems or subsystem modifications. Applies skills in various Computer Aided Design and Illustration Software Applications (including, but not limited to AutoCAD®, Photoshop®, Illustrator®, CorelDraw® and ISODraw), and Adobe FrameMaker Desktop Publishing.

**Minimum Education Requirement**
Bachelor’s

**Minimum Experience Requirement**
10 years

**Certification Requirements**
Secret or Higher Security Clearance

### Management Analyst - Junior

**Functional Responsibilities**
Performs moderately complex tasks requiring delivery of analysis and advice for management regarding the evaluation of the effectiveness and efficiency of large-scale programs and
operations. Tasks may include conducting organization studies that specifically assess and analyze current organization states and management systems; performing gap analyses of differences between current and targeted states; documenting and delivering findings and recommendations; and conducting surveys, focus groups, and other accepted techniques for data collection in support of organization studies that specifically assess and analyze current organization states and management systems.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
4 years

Certification Requirements
Secret or Higher Security Clearance

Management Analyst - Mid

Functional Responsibilities
Performs complex tasks requiring delivery of analysis and advice for management regarding the evaluation of the effectiveness and efficiency of large-scale programs and operations. Tasks may include conducting organization studies that specifically assess and analyze current organization states and management systems; performing gap analyses of differences between current and targeted states; documenting and delivering findings and recommendations; and conducting surveys, focus groups, and other accepted techniques for data collection in support of organization studies that specifically assess and analyze current organization states and management systems.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
6 years

Certification Requirements
Secret or Higher Security Clearance

Mechanical Engineer II

Functional Responsibilities
Applies mechanical engineering expertise from requirement allocation through design, development, integration and testing. Provides technical support and configuration control to ensure technical integrity for all managed systems to all activities. Provides data analysis, technical support to modification programs, repair requirements, and reliability and maintainability actions. Develops and coordinate projects and programs of large scope, containing many phases, of which two or more phases contain several complex features.
Provides engineering review of programs throughout the conceptual, demonstration, validation, engineering, manufacturing development, production, deployment, operation and support phases. Reviews and ensures all engineering related documents are accurate and completed within established timeframes. Assists with test and evaluation support including test planning, test conduct and evaluation of test results against operational requirements to include participating in Integrated Test Teams (ITTs), Test Readiness Reviews (TRRs), and other related system or program events and assisting in the determination of capability and availability of major DoD and civilian test resources and facilities. Provides on-site test facility improvement recommendations. Supports the development of system and program’s technical plans to include the review of technical documents, participation on Working Groups, tracks status of risk and issue resolution, reviews test plans, procedures, and data, and support of special studies to define alternative approaches.

**Minimum Education Requirement**
Bachelor’s

**Minimum Experience Requirement**
10 years

**Certification Requirements**
Secret or Higher Security Clearance

### Process Improvement Specialist - Level III

**Functional Responsibilities**
- Evaluates, plans, and recommends improvements to customer’s key business processes.
- Facilitates brainstorming events that are focused on the improvement of processes within the organization. Assists in developing and implementing process improvements to meet business goals. Identifies and manages resources for process improvement projects. Assists in planning and executing process improvement projects. Provides consultation on the use of re-engineering techniques to improve process performance and product quality. Assists in developing process improvement policies and infrastructure. Optimizes or redesigns process flows to meet project requirements. Maintains and updates all process related documents for reference purposes. Monitors process performance and improvements in key metrics. Works with management to define the short-term and long-term objectives and potential gains. Assists in determining project scope and schedule based on business needs and customer requirements.

**Minimum Education Requirement**
Bachelor’s

**Minimum Experience Requirement**
10 years

**Certification Requirements**
Secret or Higher Security Clearance
Program Analyst - Level II

Functional Responsibilities
Performs tasks requiring program planning, audits, and evaluations related to large scale programs. Tasks may include supporting program analysis, strategic planning, integrated master scheduling, event planning, Congressional Affairs, metrics, financial management systems, and risk management.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
5 years

Certification Requirements
Secret or Higher Security Clearance

Program Manager - Subject Matter Expert

Functional Responsibilities
Performs tasks requiring management of a large-scale program encompassing multiple projects. Organizes, directs, and coordinates the planning and execution of all activities associated with the assigned deliverables for engineering, logistical, and management consulting projects within the assigned timeframe. Responsible for specific task order(s) and accountable for accomplishing the stated objectives. Ensures compliance with government or commercial client directives. Provides leadership on assignments, making sure they are completed as directed and that any discrepancies are resolved in a timely manner. Schedules and assigns duties to subordinates and subcontractors.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
12 years

Certification Requirements
Secret or Higher Security Clearance

Project Manager - Mid

Functional Responsibilities
Performs tasks requiring management of a moderately sized projects encompassing multiple tasks with a total lifecycle budget and complexity comparable to the task order at hand. Tasks may include formulating and defining system scope and objectives in accordance with the customer technical requirements; compiling and analyzing technical data; advising VA management and customers on complex system projects and activities; working closely with
customers to define communication systems and equipment requirements; providing instruction on and performing and documenting quality assurance reviews.

**Minimum Education Requirement**
Bachelor's

**Minimum Experience Requirement**
6 years

**Certification Requirements**
Secret or Higher Security Clearance

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**Research Manager - Senior**

**Functional Responsibilities**
Performs tasks related to planning, coordinating, and executing assigned research projects. Tasks may include tracking and reporting project progress; identifying areas of improvements and developing new methodologies; and presenting research findings to management in an understandable manner.

**Minimum Education Requirement**
Master's

**Minimum Experience Requirement**
8 years

**Certification Requirements**
Secret or Higher Security Clearance

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**Schedule Engineer II**

**Functional Responsibilities**
Plans, builds, coordinates, and manages the Integrated Master Schedule (IMS). Communicates and coordinates IMS activities among functional disciplines. Prepares IMS technical products (e.g., GANTT charts, network diagrams). Ensures integrated schedule management technical support to system acquisition processes, and collaborates and incorporates key schedule requirements to ensure mission success. Communicates schedule objectives, plans, and status to the customer, the project team, and management. Takes corrective actions as necessary to achieve project goals. Has an advanced understanding of scheduling tools, including MS Project.

**Minimum Education Requirement**
Bachelor's

**Minimum Experience Requirement**
5 years
Certification Requirements
Secret or Higher Security Clearance

Technical Writer - Mid

Functional Responsibilities
Applies writing skills and substantial knowledge of the basic principles and specialized vocabulary of appropriate subject-matter fields to enable accurate communication of scientific and technological developments to expert and other interested audiences. Develops specifications showing the characteristics and capabilities or the design and test requirements of equipment and systems. Develops training, operating, or maintenance manuals associated with equipment and systems. Articulates agency policies and explain technical aspects of agency programs to those affected. Writes material in such a way as to make it clear without sacrificing thoroughness and accuracy. Has experience in MS Office software, including MS Excel, MS Word and MS PowerPoint.

Minimum Education Requirement
Bachelor’s

Minimum Experience Requirement
6 years

Certification Requirements
Secret or Higher Security Clearance

SUBSTITUTION FACTORS (Apply to all Labor Categories)

Substitution of Education for Experience:
- A Master’s Degree may be substituted for 2 years of experience for those labor categories requiring a Bachelor’s Degree.
- A Ph.D. may be substituted for 4 years of experience for those labor categories requiring a Bachelor’s Degree or for 2 years of experience for those labor categories requiring a Master’s Degree.

Substitution of Experience for Education:
- High School Diploma plus 4 additional years of experience = Bachelor’s Degree.
- Associate Degree plus 2 additional years of experience = Bachelor’s Degree.
- High School Diploma plus 8 additional years of experience = Master's Degree.
- Bachelor’s Degree plus 2 additional years of experience = Master’s Degree
- No substitution below a Bachelor’s Degree will be allowed for any labor category performing engineering services.

Staff members must meet the minimum qualifications of the labor categories as defined or qualify via the experience equivalence outlined above. MAINSAIL may, at its discretion, map staff that
exceed the minimum associated with each labor category. Labor category qualifications set the minimum requirement necessary to qualify to perform services. The labor category qualifications do not set an education or experience ceiling.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements, in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our task order proposal, award of said proposal shall be deemed a grant of the waiver.
Customer Information

1a. Awarded Special Item Numbers (SINs) under the GSA Multiple Award Schedule contract:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Disaster Recovery</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>541330ENG</td>
<td>541330ENGRC</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541614SVC</td>
<td>541614SVCRC</td>
<td>Supply and Value Chain Management</td>
</tr>
<tr>
<td>541715</td>
<td>541715RC</td>
<td>Engineering Research and Development and Strategic Planning</td>
</tr>
<tr>
<td>541420</td>
<td>541420RC</td>
<td>Engineering System Design and Integration Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Price (inclusive of 0.75% Industrial Funding Fee):
See “Prices” section, above.

1c. Labor Category Description.
See “Position Description” section, above.

2. Maximum Order: All SINs listed above except for OLM: $1 million. OLM: $250,000. Note: These are not limits on the size of any Task Order under this contract. MAINSAIL can honor orders exceeding these amounts in accordance with Clause 52.216-19.

3. Minimum Order: $100


5. Points of Production: Same as company address.

6. Discount from List Prices or Statement of Net Price: Government net prices (discounts already deducted).

7. Quantity/Volume 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: None.

10a. Time of Delivery: As specified in Task Orders.

10b. Expedited Delivery: Contact MAINSAIL.
10c. Overnight and 2-day Delivery: Contact MAINSAIL.

10d. Urgent Requirements: Contact MAINSAIL.

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

12a. Ordering Address:

**Mainsail Group, LLC**
200 Hanscom Dr., Suite 121
Bedford, MA 01730
E-mail: mfinnegan@mainsailgroupinc.com
Web: www.mainsailgroupinc.com

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: Same as company address.


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. Section 508 Compliance Information: N/A

23. Unique Entity Identifier: VHK6XTKE1567

24. Notification Regarding Registration in System for Award Management: Registered.
Contact Us

How can we be of service? Please give us a call or drop us a line:

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