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.

Multiple Award Schedule

FSC Group: Facilities Solutions  FSC Class: R414

Contract number: 47QSWA19D0061

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

Contract period: April 12, 2019 – April 11, 2024

Sullivan Cove Consultants, LLC
838 Ritchie Highway, Suite 4
Severna Park, MD 21146-4178
Phone: (410) 544-4495
Fax: (410) 697-6056

Web site:  http://www.sullivancove.com
Contact for contract administration:  John S. Graham, III
Managing Director

Business size: Small
Small Disadvantaged, Veteran-Owned and Service-Disabled Business

Price list current as of Modification # PS-A812 effective June 11, 2020.

Prices Shown Herein are Net (discount deducted)
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>Cooperative Purchasing</th>
<th>Recovery</th>
<th>SIN Title</th>
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</thead>
<tbody>
<tr>
<td>334512</td>
<td>334512STLOC</td>
<td>334512RC</td>
<td>Total Solution Support Products for Facilities Management Systems</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMSTLOC</td>
<td>OLMRC</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. N/A

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 GSA awarded labor categories with hourly rates, GSA Pricelist, and GSA labor category descriptions on pages 4-10.

2. Maximum order: $250,000

3. Minimum order: $100

4. Geographic coverage (delivery area). Domestic – 48 States, DC

5. Point(s) of production (city, county, and State or foreign country). 838 Governor Ritchie Highway, Suite 4, Severna Park, Maryland 21146-4178.

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

7. Quantity discounts. 1% discount for orders $250,000 or greater, 2% discount for orders $1,000,000 or greater.

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items. Not Applicable
10a. Time of delivery. Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

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

12a. Ordering address(es). 838 Governor Ritchie Highway, Suite 4, Severna Park, Maryland 21146-4178.

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). 838 Governor Ritchie Highway, Suite 4, Severna Park, Maryland 21146.

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. Data Universal Number System (DUNS) number. 134117691

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

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>Hourly Rates</th>
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<tr>
<td>Program Manager</td>
<td>$264.79</td>
</tr>
<tr>
<td>Assistant Program Manager</td>
<td>$205.94</td>
</tr>
<tr>
<td>Security Specialist 1</td>
<td>$69.60</td>
</tr>
<tr>
<td>Security Specialist 2</td>
<td>$78.71</td>
</tr>
<tr>
<td>Security Specialist 3</td>
<td>$88.02</td>
</tr>
<tr>
<td>Security Specialist 4</td>
<td>$97.33</td>
</tr>
<tr>
<td>Security Specialist 5</td>
<td>$106.64</td>
</tr>
<tr>
<td>Security Specialist 6</td>
<td>$114.26</td>
</tr>
<tr>
<td>Management Analyst</td>
<td>$78.71</td>
</tr>
<tr>
<td>Administrative Security Assistant</td>
<td>$85.67</td>
</tr>
</tbody>
</table>

Labor Categories Descriptions

1. **Program Manager - $264.79**

Must have current Top Secret (TS) security clearance and must be capable of obtaining Sensitive Compartmentalize Information (SCI) access that includes a requirement to pass a security polygraph exam. Must have knowledge of Security Division (SecD) discipline, project management and demonstrated capability to manage multiple tasks / projects. Manage and oversee the administrative and daily operations of the program. Serves as overall lead on projects and multiple agency contracts and as principal liaison between the Government and contractor.

Serve as a consolidated point of contact that facilitates effective communication and proactively identifies and mitigates issues within the Contractor’s team and between the Contractor and the Government customer. Attends regular and frequent meetings with Government customer to
discuss / brief workload, contract performance, and emergent issues. Assures quality control implementation. Produces required contractual and programmatic reports and briefs. Exercises quality-control measures over contractor staff to deliver services and products on budget and schedule per the contract and SOW requirements. Responsible for overall contract project personnel, delivery of reports, and contract deliverables. Implements short and long-term work plan to ensure work performance. Responsible for formulating and enforcing work standards

**Experience:** Ten (10) years of experience

**Education:** Bachelor’s degree in any field of study

2. **Assistant Program Manager - $205.94**

Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Prior security management experience. Coordinates manpower and resources and assures quality control programs in place and consistent. Serve as Program Manager’s representative in daily operations and liaison with Unit Chiefs. The designated Assistant Program Manager assumes the role of Program Manager when the Program Manager is absent, or the position is temporarily vacant.

**Experience:** Eight (8) years of experience

**Education:** Bachelor’s degree in any field of study.

3. **Security Specialist 1 - $69.60**

Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Experience developing and writing Reports of Investigation that form basis for creation of investigative and/or adjudication record. Proficient computer skills to include:

federal government standards for investigations, background investigations, and security investigations relating to suitability and security standards.

**Experience:** One (1) year of experience

**Education:** High School Diploma

4. **Security Specialist 2 - $78.71**

Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Experience developing and writing Reports of Investigation that form basis for creation of investigative and/or adjudication record.

**Proficient computer skills to include:**

Process security clearance and background investigations documentation in preparation for adjudication. Prepare documentation for Government agencies and customers. Experience performing multiple administrative tasks dealing with databases queries, filing, processing mail and performing audits. Excellent oral and written communication skills. Demonstrated knowledge and experience to conduct established federal government standards for investigations, background investigations, and security investigations relating to suitability and security standards. Conduct, review and analyze a variety of interviews internal and external to the organization. Subjects of investigations range from FBI applicants, contract / access applicants, and other persons requiring security clearances or access to FBI spaces. Provide support, analysis, and research into complex problems and processes relating to Personal Security

Completion of written reports and/or oral presentations utilizing critical thinking and analysis skills. Contributes to development of new principles and concepts. Works on complex problems and provides solutions. Advises supervisor of potentially controversial matters or those matters with far reaching implications. Perform security assessment investigations and provide recommendations to the FBI HQ. Review and analyze requests for investigations concerning security clearances. Prepare a detailed analysis of all information developed, to include potential remedial or precautionary action to meet minimum security standards. Assist with briefings and debriefings of individual cases as necessary. Upload all official documents into the defined system of record, management, workflow, or tracking systems, files, and / or sub-files.

**Experience:** 2 years of experience
5. Security Specialist 3 - $88.02

Meet all Grade 2 experience requirements. Experience in interpreting Governmental and commercial database checks to identify areas of concern during the investigative process. Experience analyzing investigative reports and other sources of information to identify security vulnerabilities; to develop investigative leads; to propose a recommendation as to the approval, denial, or revocation of eligibility for access to national security information based on the application of the appropriate adjudicative standards. Knowledge of DOJ and FBI regulations regarding the personnel security process. Experience conducting interviews and security briefings, discussing analysis and opinion in a concise, logical and objective manner, and preparing written communications setting forth analyses and recommendations. Thorough knowledge of the indices systems, various record check systems, and file review processes in order to develop and extract the most complete and accurate information relative to the subject as possible. Perform all duties associated with Grade 2 as necessary.

Experience: 3 years of experience

Education: Bachelor’s degree

6. Security Specialist 4 - $97.33

Meet all Grade 3 experience requirements. Possess oral and written communications skills to functionally conduct interviews, security briefings, discuss analysis and opinion in a concise, logical and objective manner, and prepare written communications setting forth analyses and recommendations. Knowledge of the indices systems, various record check systems, and file review processes in order to develop and extract the most complete and accurate information relative to the subject as possible. Analytical ability in order to extensively analyze various types of materials, including investigative reports, to develop information regarding security vulnerabilities; to develop investigative leads; to propose a recommendation as to the approval, denial, or revocation of security clearances. Knowledge of Department of Justice (DOJ) and FBI regulations regarding the personnel security process. Experience conducting interviews and security briefings, discussing analysis and opinion in a concise, logical and objective manner, and preparing written communications setting forth analyses and recommendations. Previous experience in security leadership role. Strong understanding of security disciplines. Perform all duties associated with Grade 3 as necessary. Act as Team lead.

Experience: Five (5) years of experience

Education: Bachelor’s degree
7.  **Security Specialist 5 - $106.64**

Meet all Grade 4 experience requirements. Demonstrated oral and written communications skills to functionally conduct interviews, security briefings, discuss analysis and opinion in a concise, logical and objective manner, and prepare written communications setting forth analyses and recommendations. Thorough knowledge of the indices systems, various record check systems, and file review processes in order to develop and extract the most complete and accurate information relative to the subject as possible. Demonstrated analytical ability in order to extensively analyze various types of materials, including investigative reports, to develop information regarding security vulnerabilities; to develop investigative leads; to propose a recommendation as to the approval, denial, or revocation of security clearances. Technical training/certification as an investigator and/or adjudicator is required. Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Experience conducting record checks utilizing Intelligence Community (IC) and third party Information Technology (IT) systems; prepare and type clear concise written reports in a timely manner, free of grammatical and spelling errors; make effective recommendations for personnel security adjudications based on and expert examination of the facts and supporting evidence; and conduct open source Internet checks in support of investigations. Conducting, directing, or evaluating TS/Secret investigations with preferred experience in counterintelligence/espionage, counterterrorism, criminal matters, and personnel security investigations. Demonstrated skills and knowledge regarding criminal and civil law and procedures, and enforcement operations; have documented extensive, combined with on-the-job training, as proof of the skills and knowledge to perform the duties of a federal investigative analyst consultant. Must have served as a senior investigator responsible for planning and directing broad investigations of national or international scope; providing administrative and technical supervision over a staff of journeyman level criminal investigators. Documented experience planning, organizing, administering, and coordinating the full spectrum of investigative activities; and representing an organization as a recognized authority in the investigative field at conferences, meetings, and presentations involving issues of considerable importance.

**Experience:** Seven (7) years of experience

**Education:** Bachelor’s degree

8.  **Security Specialist 6 - $114.26**

Meet all Grade 5 experience requirements. Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. All desired requirements specified for Grade 5 apply to Grade 6. Perform all duties associated with a Grade 5 as necessary. Performs complex, high risk, insider threat, high level security investigations and adjudication recommendations
Experience: Eight (8) years of experience

Education: Bachelor’s degree

9. Management Analyst - $78.71

Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Plan and organize studies of work and organizational problems including duplication, communication, information flow, inventory control, cost containment, and integrated services delivery. Maintains office inventory. Conducts clerical and administrative activities utilizing computer systems to include word processing, graphs, spreadsheets, and briefings. Plan and produce correspondence, reports, proposals, and memos. Gather and organize information regarding problems, deficiencies, and resource waste. Analyze data, develop information and documentation and consider solutions or alternative methods of proceeding. Install new systems, confer with and train the staff and conduct operational effectiveness reviews. Develop and update manuals outlining performance methods, organizational policies and procedures, and system operations. Prepare correspondence, other documents and forms and maintain files as required. Typical work assignments include, but are not limited to: input incoming cases; close outgoing cases; prepare statistical reports on investigations, input data to create and generate credit reports, copy and assemble cases in a specified timeframe, file all incoming correspondence into file folders in required order. Assist the Unit Chief in the administration and execution of day-to-day activities as directed. This includes the preparation of management briefings, creating memos (Electronic Communications) and reports required. Coordinate with the FBI customer and the Contractor’s management team to meet expectations and scope of assignments. Lead/guide the customer through effective development of processes, procedures, and work products. Provide general office management functions. Provide support on issues relating to a wide range of administrative, office management and program related matters that impact the organizational workforce, office documentation, and financial record keeping. Set and track schedules; arrange travel; set meetings; record and prepare meeting summaries; receive in-bound and prepare out-bound communications; file records, publications and other associated documentations. Assist with the preparation of final reports to include editing for errors, prepares appropriate charts, graphs and computer-based presentations. Perform a variety of highly complex administrative and office analytical functions to identify inefficiencies; streamline processes; eliminate redundancies; evaluate performance measures; and ensure processes meet valid requirements.

Experience: Three (3) years of experience

Education: High School Diploma
10. Administrative Security Assistant - $85.67

Prior security experience is not required. Current TS security clearance and must be capable of obtaining a SCI clearance that includes a requirement to pass a CI polygraph exam. Perform a wide-array of administrative functions including but not limited to (not all will apply to each role / varies): office management, filing, responding to correspondence, answering phones / taking messages, logistical support, supply management, property inventory, executive support (scheduling, planning, drafting communications). Support limited background investigations through collecting paperwork and fingerprinting. Perform basic office security tasks (securing sensitive materials, filing reports and drawings, validating approval for access prior to granting access to sensitive areas). Perform data entry, and database search and retrieval.

Plan and organize studies of work and organizational problems including duplication, communication, information flow, inventory control, cost containment, and integrated services delivery. Conduct operational effectiveness reviews. Gather and organize information regarding problems, deficiencies, and resource waste. Analyze gathered data, develop information and documentation and consider solutions or alternative methods of proceeding. Develop and update manuals outlining performance methods, organizational policies and procedures, and system operations. Prepare correspondence, other documents and forms and maintain files as required. Typical work assignments may include, but are not limited to: input incoming cases; close outgoing cases; prepare statistical reports on investigations, input data to create and generate credit reports, copy and assemble cases in a specified timeframe, file all incoming correspondence into file folders in required order. Lead/guide the customer through effective development of processes, procedures, and work products. Perform general office management functions.

**Experience:** One (1) year of experience

**Education:** High School Diploma

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**Sullivan Cove Consultants, LLC**

Law and Law Enforcement are essential parts of the Rule of Law, the cornerstone of civil society in the United States. Sullivan Cove is committed to protecting and defending that cornerstone.

Since the formation of Sullivan Cove in 2003, the Martindale Hubbell law directory, which maintains peer review ratings for lawyers and law firms, has certified it with its highest rating, *AV® Preeminent™*. Martindale Hubbell describes this rating as

"An AV® certification mark is a significant rating accomplishment - a testament to the fact that a lawyer's peers rank him or her at the highest level of professional excellence."

Sullivan Cove is also listed in the latest edition of Woodward & White’s *Best Law Firms in America*.

Sullivan Cove is a Service-Disabled Veteran Owned Small Business (“SDVOSB”) verified by the Department of Veterans Affairs, Center for Verification and Evaluation. Because of the broad experience of its team members, SCC offers specialized services in 19 NAICS...
code categories. Sullivan Cove’s talented roster of subject matter specialists (SMEs) have experience in the broad array of the issues and specialties which government agencies encounter. The federal departments and agencies which Sullivan Cove has represented include a broad spectrum of different specialties and engagements.\(^1\)

Built upon its founder’s 40-year career in law and law enforcement, corporate, business and financial institution law, Sullivan Cove now practices exclusively in the federal sector, specializing in sophisticated multidisciplinary assignments. Sullivan Cove’s founder, John S. Graham, III, is a U.S. Navy veteran of the Vietnam War. During his career, he has practiced in the U.S. and overseas as an equity partner with several of this nation’s largest law firms.\(^2\) These relationships continue as Sullivan Cove has strategic alliances with several AmLaw 100 and AmLaw 200 firms\(^3\).

Most members of Sullivan Cove’s roster of SMEs have both public sector and private sector experience, including law enforcement, administrative and litigation matters. By marrying our private sector experience with our former careers in government service, Sullivan Cove capitalizes upon the strengths and the best practices of both spheres.

Sullivan Cove is registered in SAM (https://www.sam.gov/portal/SAM/##11) and in the VetBiz Registry (http://www.vip.vetbiz.gov/) under DUNS Number 134117691.

\(^1\) The Department of Justice, the Federal Bureau of Investigation, the Bureau of Alcohol Tobacco Firearms and Explosives, the Department of Defense, the U.S. Department of Education, the US Treasury, the Department of Homeland Security, the Federal Communications Commission (Office of Inspector General), the FDIC, the Department of Agriculture, the US Postal Service, the Equal Employment Opportunities Commission, NASA, the US Trade and Development Agency and the Department of Veterans Affairs as well as the GSA.

\(^2\) Mr. Graham has been an equity partner in Akin Gump Strauss Hauer & Feld, (Washington, DC), McGuire Woods Battle & Boothe, (Virginia, Maryland and District of Columbia), Browder Russell Morris & Butcher (Virginia) and Ober Kaler Grimes & Shriver (Maryland and District of Columbia).

\(^3\) AmLaw 100 and AmLaw 200 refers to the largest 100 and 200 law firms in the United States, based upon annual gross revenue as reported by *The American Lawyer*. 