



H. STEPHEN JONES AND ASSOCIATES, INC.

11945 San Jose Boulevard, Suite 201 | Jacksonville, FL | 32223 | www.hsjtech.com

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

Federal Supply Schedule 84

**Total Solutions for Law Enforcement, Security, Facilities Management, Fire,
Rescue**

**Contract Number:
47QSWA19D007N**

**Period Covered by Contract:
June 12, 2019 - June 11, 2024**

H. Stephen Jones & Associates, Inc.

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Jacksonville, FL, 32223

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Business Size: Small Business

DUNS Number: 137290958

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 GSAAvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

ORDERING INFORMATION

1a. Authorized Special Item Numbers (SINs):

SINs 246-52 (Professional Security/Facility Management Services); 246-60-1 (Security System Integration, Design, Management, and Life Cycle Support)

1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: ***See attached pricing.***

1c. 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: ***See attached pricing.***

2. Maximum order: ***\$200,000***

3. Minimum order: ***\$100***

4. Geographic coverage (delivery area): ***Domestic***

5. Points of production: ***United States***

6. Discount from list prices or statement of net price: ***Government net prices***

7. Quantity discounts: ***1% for single purchase order at or above \$200,000***

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.***

9a. Government purchase cards **are accepted** below the micropurchase threshold.

9b. Government purchase cards **are not accepted** above the micropurchase threshold.

10. Foreign items (list items by country of origin): ***Not Applicable***

11a. Time of delivery: ***As negotiated at Task Order Level***

11b. Items available for expedited delivery: ***The Contractor shall deliver or perform services in accordance with the terms negotiated with the Ordering Activity.***

11c. Overnight and 2-day delivery: ***The Contractor shall deliver or perform services in accordance with the terms negotiated with the Ordering Activity.***

11d. Urgent Requirements: ***Contact Contractor***

12. F.O.B. Point: ***Not Applicable***

13a. Ordering address:

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13b. Ordering Procedures: ***For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.***

14. Payment address: ***Same as ordering address***
15. Warranty provision: ***Not Applicable***
16. Export packing charges: ***Not Applicable***
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): ***Contact Contractor***
18. Terms and conditions of rental, maintenance, and repair: ***Not Applicable***
19. Terms and conditions of installation: ***Not Applicable***
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: ***Not Applicable***
- 20a. Terms and conditions for any other services: ***Not Applicable***
21. List of service and distribution points: ***Not Applicable***
22. List of participating dealers: ***Not Applicable***
23. Preventive maintenance: ***Not Applicable***
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: ***Not Applicable***
25. Data Universal Number System (DUNS) number: ***137290958***
26. H. Stephen Jones & Associates, Inc. is registered in the System for Award Management database.

AUTHORIZED GSA SCHEDULE CONTRACT PRICING

SIN	Labor Category	GSA Price
246 52 246 60 1	Principal	\$187.71
246 52 246 60 1	Sr. Engineer	\$172.90
246 52 246 60 1	Project Manager	\$150.00
246 52 246 60 1	Assistant Engineer	\$125.00
246 52 246 60 1	BIM Manager / Lead Draftsman	\$80.00
246 52 246 60 1	Administrative**	\$50.00

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Administrative	01020 - Administrative Assistant	2015-4539

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

LABOR CATEGORIES

Principal

- General oversight of all company operations and direction.
- Develops and refines new directives and techniques to enhance quality and productivity.
- Establishes company performance guidelines and expectations.
- Directs in growth and new efforts to enhance the overall customer experience and satisfaction.
- Develops and maintains relationships with key suppliers, architects, owners, and customers.
- Leads and coordinates complex task/project teams.
- Develops and applies methods, theories, and research techniques in the investigation and solution of complex and advanced systems requiring the expert application of 30 years of acquired knowledge and experience.
- Reviews standards, codes, literature, patents, and current practices relevant to the projects.
- Recommends corrections in technical applications and analyses.
- Evaluates vendor capabilities to provide required products or services.
- Provides technical consultation to other organizations, agencies, and publications.
- Possess various industry certifications lending to the credibility and reliability of the company.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 years

Sr. Engineer

- Provides research, design, cost estimation, development and testing of integrated security systems.
- Manages multiple simultaneous projects.
- Meets with stakeholders, analyzes customer information, required formats, cost constraints and security needs to determine best solution to meet their needs.
- Makes recommendations concerning existing systems and equipment and it's reuse where applicable as well as designing new integrated security systems that work seamlessly together.
- Develops documentation packages and partners with operations to plan and support system installation. Directs, reviews, and approves product design and changes.
- Provides budget cost estimates for customer for specified systems and Engineered design drawings for project proposals.
- Provides technical expertise in the development of procedures to monitor the functionality of the system ensuring that it operates in conformance with specifications.
- Consults with Managerial Team on project status, proposals, and technical issues such as software design and maintenance.
- Prepares reports and correspondence concerning project specifications, activities, and status updates. Confers with customer representatives, vendors, company management and staff to establish technical specifications and to determine subject material to be developed for publication.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 years

Assistant Engineer

- Assist the Sr. Engineer in providing research, design, budget cost estimation, and development integrated security systems.
- Assist in managing multiple simultaneous projects.
- Analyzes customer information, required formats, cost constraints and security needs and offers additional input to determine best solution for their applications.
- Adds an extra layer of support and makes recommendations when required in assistance of the Design Engineer and Sr. Engineer.
- Consults with Managerial Team on project status, proposals, and technical issues such as software design and maintenance.
- Prepares reports and correspondence concerning project specifications, activities, and status updates. Confers with company management and staff to establish technical specifications as directed in order to determine subject material to be developed for publication.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years

BIM Manager / Lead Draftsman

- Part of the design team responsible for drafting plans in AutoCad and BIM360
- Responsible for quality control of all documents before they are submitted and published as deliverable to the client.
- Manages all design documents for all projects. Must keep accurate record of all files and drawing revisions.
- Responsible for maintaining timely drafts that meet the clients schedule.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 years

Project Manager

- Responsible for the management of assigned projects and jobs
- Responsible in assisting Principal with the development of the Scope of Work, and then writes and submits project proposals.
- Responsible for maintaining project schedule from inception to completion.
- Develops quality control procedures and schedule at various levels of completion.
- Point of Contact for the client and provides regular project updates, as well as performing project site surveys.
- Quick to identify concerns or issues that may arise, works diligently to help provide solutions to solve problems.
- Supervises all project personnel throughout the lifecycle of the project.
- Responsible for final testing and commissioning of the systems.
- Responsible for documentation close out and submission of final checklist and warranty.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 years

Administrative

- The Administrative Support individual directly supports the Program Manager or Project Manager by maintaining personnel and other files.
- Prepares correspondence and schedules, and coordinates travel.
- Prepares presentations, graphics and reports, as well as supporting the development of contract deliverables.
- The Administrative Support individual performs high level secretarial work under the general supervision of the Principal.
- Prepares monthly invoicing and directs daily bookkeeping.
- He/she types and proofreads correspondence, reports, and documentation, and maintains the filing system for the department.
- The Administrative Support individual answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, distributes mail, and makes travel arrangements.

Minimum Education: Associates Degree

Minimum Experience: 3 years