Multi-Award Schedule (MAS)
(Large Category F – Information Technology)
(Sub-Category F03 IT Services)

CeLeen, LLC
6050 North Point Court
Perryville, MO 63775 - 6578
Phone: (618) 222-1600
e-mail POC: contact@celeengroup.com
CeLeen Website: www.CeLeenGroup.com
Business Size: SB, SDB, 8(a), WOSB, EDWOSB

Contract Number: 47QTCA19D001H

Contract Period: 31 October 2018 – 30 October 2023

In accordance with 13 C.F.R 121.404, the Contractor is eligible to participate in any RFQ that is set aside for small business and/or 8(A).

For more information on ordering from Federal Supply Schedules, click on this link: www.gsa.gov/schedules.

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-drive database system. The INTERNET address for GSA Advantage! is: http://www.GSAAdvantage.gov
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SECTION 1.- COMPANY SYNOPSIS

Company Overview Synopsis:

CeLeen is a professional services and information technology firm providing adaptive software and information system solutions, in complex enterprise operations, driving mission success through the application of knowledge and information. We enable organizations to conduct operations using both structured and un-structured data transforming it into well-orchestrated, collaborative, actionable Functional and IT Solutions. CeLeen combines both functional and technical design and development capabilities to rapidly engineer, re-engineer, model, and configure adaptive solutions interleaved with policy and governance execution. Our functional and technical solutions are delivered through a combination of eight core competencies: Software Integration; Mission Systems & SETA; Data Governance & Analytics; Geo Tech; Information & Process Engineering; Process Management; Business & Digital Transformation; and Training & Facilitation Services. CeLeen holds Socio-Economic certifications as an; 8(a), SDB, WOSB, EDWOSB.

➢ Software Integration
  - Low Code Applications Development
  - Legacy System Modernization
  - Scenario & Requirements Testing
  - Requirements Elicitation
  - Systems Analysis
  - LEAN Systems Engineering

➢ Mission Systems & SETA
  - C4I Systems
  - Advisory Services
  - Technology Insertions

➢ Data Governance & Analytics
  - Data Capture and Categorization
  - Reference & Master Data Management
  - Extraction, Cleansing, & Annotation
  - Integration, Aggregation, & Representation
  - Enterprise Modeling & Analysis
  - Data Architectures

➢ Geo Tech
  - ESRI Incorporated Data Architectures
  - ArcGIS Incorporated Data Architectures
  - Event Information Generation
  - Integrated Process Analysis

➢ Information & Process Engineering
- Business Analysis
- Modeling & Simulation
  - Re-engineering
- Continuous Process Improvement
- Knowledge Capture & Management
- Information Assurance

➢ Process Management
- Enterprise Governance & Compliance
- Risk Management Framework
- Business Process Management
- Business Intelligence
- Process Intelligence

➢ Business & Digital Transformation
- Smart Applications
- Robotic Process & Desktop Automation
- Digital Artifact Creation
- Adaptive Case Management
- AI & ML

➢ Training & Facilitation
- Strategic Planning
- Ideation
- Message Workshops
SECTION 2 - TERMS & CONDITIONS

1a  Table of Awarded Special Item number(s)

<table>
<thead>
<tr>
<th>Large Category F</th>
<th>Sub Category F03</th>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>IT Services</td>
<td>541515</td>
<td>541515 Information technology Professional Services</td>
</tr>
</tbody>
</table>

1b  Lowest Priced Model Number and Price for Each SIN: (Government net price based on a unit of one) See attached Pricelist (Section 4)

1c  Hourly Rates (Services Only). Refer to Section 4.

2  Maximum Order Limit: $500,000 per SIN and $500,000 per order

   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 Limit: $100 per SIN

4  Geographic Coverage: Domestic, 50 states, Washington DC, Puerto Rico, US Territories

5  Point(s) of Production: N/A

6  Discount From List Prices or Statement of New Price: Prices are net prices and include all discount and fees and the IFF has been added.

7  Quantity Discounts: 1.0% for $100K, 2% for $100K-$300K; 3% for $300K-$500K+

8  Prompt Payment Terms: 1% 15 days; Net 30

9a  Government Purchase Cards: Accepted at or below the micro-purchase threshold.

9b  Government Purchase Cards: Accepted above the micro-purchase threshold. Contact contractor for limit.

10  Foreign Items: N/A

11a  Time of Delivery: Determined by the Ordering Agency

11b  Expedited Delivery: N/A

11c  Overnight Delivery: N/A

11d  Urgent Requirements: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12  FOB Points: Destination (deliverable items). Professional Services will be performed at the locations(s) identified by the ordering agency in the order.
13a **Ordering Address:**

CeLeen, LLC  
Attn: Charleen Hickey  
325 East Main Street  
Belleville, IL 62223  
Phone: (618) 222 – 1600  
Fax: N/A  
e-mail: contact@celeengroup.com

13b **Ordering Procedures:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14 **Payment Address:**

CeLeen, LLC  
325 East Main Street  
Belleville, IL 62223

15 **Warranty Provision:** N/A for services

16 **Export Packaging Charges:** N/A

17 **Terms and Conditions of Government Purchase Card Acceptance:** Standard Commercial Terms

18 **Terms and Conditions of Rental, Maintenance and Repair:** N/A

19 **Terms and Conditions – Installation:** N/A

20 **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices:** N/A

20a **Terms and Conditions for any other Services:** N/A

21 **List of Service and Distribution Points:** N/A

22 **List of Participating Dealers:** N/A

23 **Preventive Maintenance:** N/A

24a **Special Attributes such as Environmental Attributes:** N/A

24b **Section 508 Compliance for Electronic and Information Technology (EIT):** N/A

25 **DUNS Number:** 966126869

26 **Notification Regarding Registration in System for Award Management (SAM) Database:**  
Contractor has an Active Registration in the SAM database.
SECTION 3 – LABOR CATEGORIES & DESCRIPTIONS

1 Business Process Manager

Minimum/General Experience: This position requires a minimum of eight years’ experience managing or performing process engineering & implementation activities such as designing and implementing process centric solutions using Business Process Management Systems and/or implementing Business Process Automation.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. May lead project teams and the facilitation of small and large groups in process improvement and reengineering activities. Key coordinator between multiple project teams and clients to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Analysts.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

2 Business Analyst I

Minimum/General Experience: This position requires a minimum of six years’ experience, of which at least four years must be specialized in business system functional analysis. Must possess sound functional knowledge of task order specific requirements and have experience in developing functional requirements for complex business processes and associated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks, processes, and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

3 Business Analyst II

Minimum/General Experience: This position requires a minimum of two years’ experience developing functional requirements for business process and associated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties may include activity and data modeling,
developing modern business methods, identifying best practices or creating and assessing performance measurements. May provide group facilitation, interviewing, training or may provide additional forms of knowledge transfer. May be under the supervision and direction of a Business Analyst I or may work independently.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

4 Configuration Analyst IV (Senior)

Minimum/General Experience: This position requires five years of experience in the configuration and analysis of business and functional processes.

Functional Responsibilities: Applies subject matter knowledge to collect information and conduct high level analysis. May develop business assessments through design, development and modeling reviews. May support simulation, integration and configuration activities. May develop and/or review documentation of solutions and implementation configurations. May support resolution of problems related to business processes and functional client operations.

Minimum Education: A Bachelor’s degree from an accredited college or university in a computer science, information system, a physical science, engineering, business or life sciences.

5 Test Engineer

Minimum/General Experience: This position requires a minimum of three years of experience in performing testing on the development and implementation of business process improvement solutions using a variety of information technology resources and applications.

Functional Responsibilities: Formulates and defines test solution scope and objectives. Prepares and documents organization’s current business process flows for testing. May also design, code and test functional components of process solutions. May provides technical support to software development teams. Works at the highest process level of all phases of applications, systems analysis and programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced analysts/programmers/testers.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

6 Configuration Analyst III

Minimum/General Experience: This position requires a minimum of four years’ experience in configuring Business Process Management Systems using knowledge of business process automation and modeling software to complete process flow design objectives.
Functional Responsibilities: Applies a logical approach to the configuration, operation and maintenance of process-based software solutions. Analyzes functional business applications and may support the design of graphical specifications for functional activities. May develop block diagrams and logic flow charts. May translate detailed descriptions into design-time models. May support testing and debugging of models to produce the required process flow. Prepares required documentation, including both program-level and user-level documentation. Enhances process configuration to reduce operating time or improve efficiency. May provide technical direction to programmers to ensure program deadlines are met.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

7 Business Process Engineer II

Minimum/General Experience: This position requires three years’ experience in process modeling and process simulation.

Functional Responsibilities: Skilled in modeling and simulation of functions, processes, and activities as related to a wide and varied range of customer operations. May provide supervision and guidance on the proper creation, operation and use of process models and the simulation of executing processes. May support live, constructive, or virtual training.

Minimum Education. Bachelor’s Degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics, or business/finance.

8 Business Process Re-Engineering Specialist IV

Minimum/General Experience: Eight (8) years’ experience managing or performing process engineering & implementation activities such as designing and implementing process centric solutions using Business Process Management Systems and/or implementing Business Process Automation.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. May lead project teams and the facilitation of small and large groups in process improvement and reengineering activities. Key coordinator between multiple project teams and clients to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Analysts.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

9 Business Systems Analyst
Minimum/General Experience: This position requires a minimum of six (6) years’ experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

10 Systems Administrator I

Minimum General Experience: This position requires a minimum of four (4) years and provides analysis related to the design, development, and implementation of hardware for products. Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring.

Functional Responsibilities: Provides specialized expertise within multiple systems, software disciplines, as well as general knowledge of related disciplines, applications implications, and customer areas. Responsible for performing in-depth analysis and technical support of systems software products, including complex problem resolution, design, development, testing, operational integration, and user support. Works from specifications to develop or modify operating systems applications. Assists with design, coding, benchmark testing, debugging and documentation of programs. Interfaces with other system support groups to resolve problems, setting standards and improving overall efficiency of the operating system. Designs, codes, tests and implements tools for operations automation. Works on most phases of software systems programming applications, and may require instruction and guidance in other phases.

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Math, Business or other related scientific or technical discipline.

11 Network Administrator I

Minimum/General Experience: Minimum of Four (4) years of technical experience in multiple aspects of telecommunications network architecture for private and commercially available applications. Possess subject matter expertise in network integration, network interoperability, network implementation, or network protocols. Demonstrates ability to work independently or under general direction.

Functional Responsibility: The Network Engineer performs engineering and/or analytical tasks and activities associated with network design, engineering, implementation, operations, and user support. The Network Engineer translates system functional requirements into purposeful component level simulations in support of development lab activities, organizes objectives and approaches of systems
design, development, integration and test approach within project teams, and participates in the system requirements analysis, design, development, integration, and test activities. The Network Engineer may work alone or as part of a team, with responsibility for analysis of problems requiring technical and engineering expertise. The Network Engineer ensures that the network complies with prescribed industry, customer, or agency standards. The Network Engineer evaluates problems of work-flow, organization, and planning, and develops appropriate corrective actions and prepares and performs presentations at technical interchange meetings and project design reviews. The Network Engineer reports orally and in writing to the Program Manager, Project Manager, Task Manager, contractor management, and government representatives.

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Math, Business or other related scientific or technical discipline.

12 Technical Writer Associate

Minimum/General Experience: Four (4) years of relevant experience. Reviews content of technical documentation for quality. Produces technical and scientific illustrations for presentations and/or publication, as appropriate to the requirements. Ensures that documents follow the style laid out in the company's style guide.

Functional Responsibilities: Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Minimum Education; A Bachelor’s degree in related field or equivalent years of experience working in related technical field.

13 Subject Matter Expert Intermediate

Minimum/General Experience: Four (4) years of functional and technical implementation experience or required specialized training in specific a subject matter. Assists in analysis, specification definition, and application development as it relates to the specific subject matter. Demonstrates ability to work independently or under general direction. Demonstrates ability to supervise projects. Demonstrates ability to work independently or under general direction.

Functional Responsibility: The Subject Matter Expert provides subject matter expertise in support of IT projects, assists in analysis sessions to define system interfaces and user requirements, assists in designing or modifying system specifications and applications, coordinates tasks of identifying and mapping conversion of data, troubleshoots problems, and assists and advises project team members. The Subject Matter Expert may design training materials, conduct user training, and perform prototype demonstrations. The Subject Matter Expert areas of expertise may be outside of the normal requirements for information technologies, but whose expertise may be required for the functions needed for a specific project.
Minimum Education: Bachelor’s degree in computer science, information systems, engineering, math, business or other related scientific or technical discipline.

14 Information Technology Expert (Senior)

Minimum General Experience: Ten (10) years of experience, or equivalent combination of education and experience, providing technical solutions and direction to activities of programs and organizations. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual technical issues.

Functional Responsibility: Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

Minimum Education: Bachelor’s Degree and/or equivalent training/practical experience.

Education Substitution: A High School diploma, GED, or a professional certification along with 4 or more years of experience may be substituted for a Bachelor’s Degree. An Associate Degree and two or more years’ experience may be substituted for a Bachelor’s Degree.
### SECTION 4 – PRICE LIST

#### Labor Categories Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>1</td>
<td>132-51</td>
<td>Business Process Manager</td>
<td>Customer Facility</td>
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<td>$120.18</td>
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</table>

Above prices include IFF.

Other Direct Costs and Open Market Items will be burdened with CeLeen’s applicable General & Administrative (G&A) Costs.

"The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Federal Supply Service 70 and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the Applicable wage determination number. Failure to do so may result in cancellation of the contract."