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: GSAAAdvantage.gov.

MULTIPLE AWARD SCHEDULE

Contract Number: 47QTCA21D0037

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

Contract Period: December 16, 2020 through December 15, 2025

Altagrove LLC
590 Grove Street, #1109
Herndon, VA 20170

Phone: 703-570-7256
Fax: 703-972-5083
Web: www.altagrove.com
E-Mail: info@altagrove.com

Business Size: Small
Woman Owned Small Business (WOSB)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER INFORMATION FOR ORDERING ACTIVITIES</td>
<td>3</td>
</tr>
<tr>
<td>APPENDIX A: LABOR CATEGORY DESCRIPTIONS</td>
<td>6</td>
</tr>
<tr>
<td>APPENDIX B: APPROVED IT PRICE LIST SIN 54151S – IT PROFESSIONAL SERVICES</td>
<td>9</td>
</tr>
</tbody>
</table>
CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

1a. AWARDED SPECIAL ITEM NUMBERS (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

Please see Appendix A and Appendix B for Labor Category Descriptions and Price List.

1b. IDENTIFICATION OF THE LOWEST PRICED MODEL NUMBER AND LOWEST UNIT PRICE:

Please see Appendix A and Appendix B for Labor Category Descriptions and Price List.

1c. SERVICES OFFERED:

Please see Appendix A and Appendix B for Labor Category Descriptions and Price List.

2. MAXIMUM ORDER: SIN 54151S – $500,000

This maximum order threshold is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: (1) Offer a new lower price, (2) Offer the lowest price available under the contract, or (3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order threshold.

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE (DELIVERY AREA): Worldwide Delivery

5. POINT OF PRODUCTION: United States

6. DISCOUNTS: Prices listed are net; discounts have been deducted.

7. QUANTITY DISCOUNTS: None.

8. 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


10b. EXPEDITED DELIVERY. All services in Price List are available for expedited delivery. Please contact: Andy Beegan, Phone: 703-570-7257, Email: andy.beegan@altagrove.com.
10c. **OVERNIGHT AND 2-DAY DELIVERY.** For overnight and 2-day delivery requirements, please use contact information provided in 10b ( Expedited Delivery).

10d. **URGENT REQUIREMENTS:** For urgent requirements, please use contact information provided in 10b ( Expedited Delivery).

11. **FOB POINT:** Destination

12a. **ORDERING ADDRESS:**

   Altagrove LLC  
   Attn: GSA Schedule Program Manager  
   590 Grove Street, #1109, Herndon, VA 20170  
   Phone: 703-570-7256  
   Email: info@altagrove.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:**

   Altagrove LLC  
   Attn: Accounting  
   590 Grove Street, #1109, Herndon, VA 20170  
   Phone: 703-570-7256  
   Email: accounting@altagrove.com

14. **WARRANTY PROVISION:** None

15. **EXPORT PACKING CHARGES, IF APPLICABLE:** Not applicable

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** Not applicable

17. **TERMS AND CONDITIONS OF INSTALLATION:** Not applicable

18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** Not applicable

18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** Not applicable

19. **LIST OF SERVICE AND DISTRIBUTION POINTS:** Not applicable

20. **LIST OF PARTICIPATING DEALERS:** Not applicable

21. **PREVENTIVE MAINTENANCE:** Not applicable
22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS): Not applicable

22b. SECTION 508 COMPLIANCE INFORMATION: Yes. Electronic and Information Technology (EIT) standards can be found at: www.Section508.gov.

23. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 079849701

24. Notification regarding registration in SAM.gov: Contractor has an active SAM registration (CAGE Code: 7DSA0).
# APPENDIX A: LABOR CATEGORY DESCRIPTIONS

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Technology Specialist** | *Education:* Bachelor’s degree  
                      *Experience:* 8 years relevant experience  
                      *Duties:* Provides technical support in one or more technology areas including, but not limited to: information technology (IT) design, implementation, and management; data warehousing, mining, and analytics; cyber security; cloud service design, implementation, and management; network engineering; software management; IT equipment identification, specification, and procurement; and, IT inventory and cost/budget management. |
| **Project Lead**       | *Education:* Bachelor’s degree  
                      *Experience:* 5 years relevant experience  
                      *Duties:* Experience successfully directing, or leading information technology projects on time, within budget, at full scope. Responsible for day to day oversight of teams and leading and directing technical and administrative staff. Organizes, directs, and coordinates planning of all activities associated with delivery order products. Reviews all project deliverables ensuring quality completion of all contractual items. Demonstrates strong written and oral communication skills. |
| **Documentation Specialist** | *Education:* Bachelor’s degree  
                      *Experience:* 2 years relevant experience  
                      *Duties:* Provides support to clients and project teams with documentation management including: template creation; writing and content generation; creating user manuals, training materials, and/or reports; copy editing; graphics support; configuration control; document repository management; and, overall documentation compliance. Achieves a high degree of detail and accuracy in all deliverables. Serves as a cross-functional resource to project manager, technical team, and client. |
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Program Analyst Manager**    | *Education:* Bachelor’s degree  
                            *Experience:* 8 years relevant experience  
                            *Duties:* Prepares and conducts program analysis, requirements analysis, and cost/benefit analysis in an effort to align program initiatives, business systems, and solution delivery. Prepares forecasts, analyzes trends, tracks reporting requirements, and manages program status. Creates reports and recommendations related to program activities, including management of cost, schedule, performance, and risk. |
| **Data Analyst**               | *Education:* Bachelor’s degree  
                            *Experience:* 5 years relevant experience  
                            *Duties:* Analyzes complex data sets and support data management solution development. Collects and interprets data for a specific purpose; performs data preparation, converting data sets from unstructured states into well sorted and manageable formats. Applies critical thinking to gather information and determines what data to collect and how to process accordingly. |
| **Information Assurance Specialist** | *Education:* Bachelor’s degree  
                            *Experience:* 5 years relevant experience  
                            *Duties:* Performs design, development, and engineering of integrated security solutions that ensure proprietary and confidential data and systems are protected. Gathers and organizes technical information about an organization’s mission goals and needs to translate security and business requirements into technical solution designs. Configures and validates secure IT systems; tests security software and hardware to identify security weakness. Conducts regular audits to ensure that systems are being operated securely and related IT security policies and procedures are implemented as defined in security plans. |
Substitution of Work Experience and Degrees

A higher degree can be substituted with a lower degree and the difference of substitution work experience between the two degrees (and vice versa). The table below provides a summary of degrees and associated equivalent relevant experience and other equivalents.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Equivalent Relevant Experience</th>
<th>Other Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>2</td>
<td>Vocational or technical training in relevant field</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>4</td>
<td>Relevant professional certification or license</td>
</tr>
<tr>
<td>Master’s</td>
<td>6</td>
<td>Relevant professional certification or license</td>
</tr>
<tr>
<td>Doctorate</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

There may be a need to waive certain requirements from time to time with mutual agreement with the Government contracting authority at the task order level in order to utilize personnel with particularly specialized experience, education, and/or training. If a waiver is included in a proposal at the task order level, the waiver will be effectively approved if there is a subsequent award.
### APPENDIX B: APPROVED IT PRICE LIST SIN 54151S – IT PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Site</th>
<th>10/30/2020 - 10/29/2021</th>
<th>10/30/2021 - 10/29/2022</th>
<th>10/30/2022 - 10/29/2023</th>
<th>10/30/2023 - 10/29/2024</th>
<th>10/30/2024 - 10/29/2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Specialist</td>
<td>Both</td>
<td>$97.87</td>
<td>$99.83</td>
<td>$101.83</td>
<td>$103.86</td>
<td>$105.94</td>
</tr>
<tr>
<td>Project Lead</td>
<td>Both</td>
<td>$93.70</td>
<td>$95.58</td>
<td>$97.49</td>
<td>$99.44</td>
<td>$101.43</td>
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<tr>
<td>Documentation Specialist</td>
<td>Both</td>
<td>$74.01</td>
<td>$75.49</td>
<td>$76.99</td>
<td>$78.53</td>
<td>$80.11</td>
</tr>
<tr>
<td>Program Analyst Manager</td>
<td>Both</td>
<td>$159.19</td>
<td>$162.38</td>
<td>$165.63</td>
<td>$168.94</td>
<td>$172.32</td>
</tr>
<tr>
<td>Data Analyst</td>
<td>Both</td>
<td>$139.04</td>
<td>$141.82</td>
<td>$144.66</td>
<td>$147.55</td>
<td>$150.50</td>
</tr>
<tr>
<td>Information Assurance Specialist</td>
<td>Both</td>
<td>$159.19</td>
<td>$162.38</td>
<td>$165.63</td>
<td>$168.94</td>
<td>$172.32</td>
</tr>
</tbody>
</table>