GSA MAS Schedule

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

SCHEDULE TITLE: Multiple Award Schedule

FEDERAL SUPPLY GROUP: Professional Services

FSC Classes/Product Codes:
• DA01 - IT and Telecom – Business Application/Application Development Support Services (Labor)
• R408 - Support - Professional: Program Management/Support

CONTRACT NUMBER: 47QTCA22D002G

CONTRACT PERIOD: December 14, 2021 through December 13, 2026

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

CONTRACTOR:
Optimizing Business Solutions, LLC
1104 Alford Road
Lithonia, GA, 30058-3080
(404) 518-9870
www.optimizingbusinesssolutions.com
MReynolds@optimizingbusinesssolutions.com

CONTRACTOR’S ADMINISTRATION SOURCE:
Michelle Reynolds
1104 Alford Road
Lithonia, GA, 30058-3080
(404) 518-9870
MReynolds@optimizingbusinesssolutions.com

BUSINESS SIZE: Small

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. Price list current as of December 14, 2021.

* This is the MOST RECENTLY awarded Contractor Initiated Modification and does NOT include any Mass Modifications.

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>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
</tr>
<tr>
<td></td>
<td>Support, and Business Program and Project Management Services</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Item (Government net price based on a unit of one): See Pricelist

1c. Hourly Rates: See Pricelist. (Includes discount and IFF)

2. Maximum Order Guideline: $500,000 per order (54151S)  
$1,000,000.00 per order (541611)

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 contractor 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: $100

4. Geographic coverage (delivery area): Domestic

5. Point(s) of production (city, county, and State or foreign country): 1104 Alford Road, Lithonia, GA, 30058-3080

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

7. Quantity Discounts: 1% for orders over $250,000

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 (list items by country of origin): Not Applicable

10a. Time of delivery: Contact Contractor

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

GSA SCHEDULE #47QSMD20R0001

Optimizing Business Solutions, LLC
10c. Overnight and 2-day delivery: Contact Contractor
10d. Urgent Requirements: Contact Contractor
11. F.O.B. point(s): Destination
12a. Ordering address(es): 1104 Alford Road, Lithonia, GA, 30058-3080
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): 1104 Alford Road, Lithonia, GA, 30058-3080
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. Unique Entity Identifier (UEI) Number: 080623656
24. Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM
## LABOR CATEGORY DESCRIPTIONS

### Project Manager (General)

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree in Computer Science, Accounting, Finance, Business Administration or Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>Six (6) years of experience developing and/or delivering Project Management Office (PMO) services such as Project Management, governance, project reporting and Experience with Agile, PMI, Scrum, SDLC and other methodologies. Awareness of business improvement methodologies, such as Safe Agilist and Lean Six Sigma</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Business Program and Project Management; Manage projects at the program and project level
- Strategic and Organizational Planning; work with the internal and external stakeholders to plan the project timeline, scope, and budget
- Project Tracking Management: track the lifecycle of the project, requirements, design, configuration, testing, release management and go live.
- Stakeholder Management
- Project Delivery Management – deliver project on time and budget according to expectations
- Scope Management – work within the scope of the project to prevent scope creep or budget overrun.
- Financial Reporting and Analysis – status reporting for all phases of the project
- Conduct end to end business assessments to understand operations and make strategic and tactical recommendations
- Document end to end business processes and integration process flows
- Benchmarking and Program Metrics
- Facilitation, surveys, assessment, and improvement of financial management systems
- Advocate as a Change Agent to drive to overall delivery on the project managed and ensure the integrity of the product delivery is being achieved
- Define and managed Change Control process for system change request
- Use various project management methodologies and tools such as Agile, Scrum, SDLC, ASAP, Lean Six Sigma
## Project Manager (IT)

<table>
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<th>Minimum Education:</th>
<th>Bachelor’s Degree in Computer Science, Accounting, Finance, Business Administration or Management</th>
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</thead>
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<td>Minimum Years’ Experience:</td>
<td>Six (6) years of experience developing and/or delivering Project Management Office (PMO) services such as Project Management, governance, project reporting and Experience with Agile, PMI, Scrum, SDLC and other methodologies. Awareness of business improvement methodologies, such as Safe Agilist and Lean Six Sigma</td>
</tr>
</tbody>
</table>

### Responsibilities:

- Manage multiple streams of work that include Project Planning, Budget Management, Requirements Gathering, Design Solution, Configuration, Application Development, Test Management, Release Management, Go Live, Post Support and new solutions to support Business Operations
- Oversees IT Project activities including database planning and design; systems analysis, integration, and design; programming, conversion, and implementation support; network services, data/records management, and testing.
- Conduct end to end business assessments to understand operations and make strategic and tactical recommendations
- Document end to end business processes and integration process flows
- Work with the business to capture business and functional requirements and documented clear and concise design specifications
- Define and facilitate Quality Assurance (QA) and User Acceptance Testing (UAT)
- Define and managed Change Control process for system change request
- Prepare and support the release management process for Go Live readiness and leadership approvals
- Support the development of training for functional roles and documents
- Manage internal client expectations; resolve project issues; ensure business unit is receiving appropriate and adequate communications and project leadership at every phase of the project
- Manage projects during the full Project Life Cycle, working closely with functional and technical teams to monitor progress and ensure solutions meet business acceptance criteria
- Monitor and review all project economics, including costs, operational budgets, staffing requirements, change management control, and vendor management
- Spearhead implementing and maintaining compliance to Security Standards and Policies, whilst observing compliance of company controls to all applications, projects, and work
- Advocated as a Change Agent to drive to overall delivery on the project managed and ensure the integrity of the product delivery is being achieved
- Use various project management methodologies and tools such as Agile, Scrum, SDLC, ASAP, Lean Six
## PRICING

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA PRICE + IFF Year 1</th>
<th>GSA PRICE + IFF Year 2</th>
<th>GSA PRICE + IFF Year 3</th>
<th>GSA PRICE + IFF Year 4</th>
<th>GSA PRICE + IFF Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Project Manager (General)</td>
<td>$124.69</td>
<td>$128.80</td>
<td>$133.05</td>
<td>$137.44</td>
<td>$141.98</td>
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<tr>
<td>541515</td>
<td>Project Manager (IT)</td>
<td>$124.69</td>
<td>$128.80</td>
<td>$133.05</td>
<td>$137.44</td>
<td>$141.98</td>
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