

**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: GSAAvantage.gov.

MULTIPLE AWARD SCHEDULE (MAS)

FSC Group: Professional Services

Contract Number: GS-00F-0008W

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

Contract Period: April 23, 2020 – April 22, 2025

Outreach Process Partners, LLC
2521 Riva Road, Suite P-1
Annapolis, MD 21401
Phone: 888-OPP(677)-0101

Web Address: www.OPP-LLC.com

Business Size: Small, Woman-Owned Business

Contacts: Audra Frizzell, CEO, 202-412-8577, AFrizzell@FedGeek.com

Marc Perrelli, COO, 703-861-0086, MPerrelli@FedGeek.com

Contract Administration: Steven Momon, 800-517-1137, x6, SMomon@FedGeek.com

Price list current through Modification #PO-0037 effective 04/23/2020

CUSTOMER INFORMATION

Prices shown herein are net (discount deducted).

1a. Awarded Special Item Numbers (SINs) - Price list includes SINs for Professional Services.

SIN	Recovery	SIN Description
512110	512110RC	Video and Film Production
541330ENG	541330ENGR	Engineering Services
541430	541430RC	Graphic Design Services
541511	541511RC	Web Based Marketing
54151S	54151SRC	Information Technology Professional Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541612HC	541612HCRC	Agency Human Capital Strategy, Policy and Operations
541613	541613RC	Marketing Consulting Services
541715	541715RC	Engineering Research and Development and Strategic Planning
541810	541810RC	Advertising Services
541820	541820RC	Public Relations Services
541850	541850RC	Exhibit Design and Advertising Services
541910	541910RC	Marketing Research and Analysis
541922	541922RC	Commercial Photography Services
561920	561920RC	Conference, Meeting, Event and Trade Show Planning Services
611430	611430RC	Professional and Management Development Training
611512	611512RC	Flight Training
OLM	OLMRC	Order Level Materials
OLMSTLOC	OLMSTLOCRC	Order Level Materials

1b. GSA Labor Description – applies to all SINs.

Labor	Educ. ¹	Yrs.	Responsibilities
Subject Matter Expert	MA/ MBA	12+	Brings extensive knowledge in specialized field or discipline to offer strategic analysis, technical or policy review and input to ensure a quality solution.
Program Manager	BA/BS	12+	Strategically manages program/project, working with the client to develop contract/task vision and associated metrics. Establishes management structure and monitors program financials, including subcontractors. Meets regularly with client management to obtain performance feedback, discuss new initiatives, and set priorities.
Program Admin	BA/BS	5+	Leads project/program administration including financial tracking, budgeting, and reporting. Ensures adherence to contract financial requirements, handles subcontractor/vendor financial transactions, and manages all associated financial documentation/receipts. Meets with client as needed to review

Labor	Educ. ¹	Yrs.	Responsibilities
			financial information or for special administrative projects such as conference logistics management and media buys.
Visual Com III	BA/BS	8+	Develops overall branding design concepts and style sheets for client programs/projects. Leads/mentors junior staff in the design of documents, brochures, illustrations, animations and other visual communication. Meets regularly with client and project team leadership to review performance, discuss initiatives, and set priorities.
Visual Com II	BA/BS	2+	Prepares graphical layouts, illustrations, animations and/or other visual communication within a defined set of parameters/style sheet.
New Media Com IV	BA/BS	12+	Leads strategy development and oversees integrated new media strategy implementation encompassing websites, applications, social media, and/or complex video productions. Mentors staff and meets with client regularly to evaluate performance, discuss initiatives, and set priorities.
New Media Com III	BA/BS	8+	Develops strategy and leads teams engaged in multi-media products and/or web/mobile applications development.
New Media Com II	BA/BS	5+	Develops technical and multimedia products and web/mobile applications
New Media Com I	BA/ BS	2+	Supports technical and multimedia product and applications development as directed.
Outreach Mgmt/Director III	BA/BS	15+	Provides senior strategic counsel to client leadership and oversees multifaceted program areas. Directs and mentors PM staff in developing/implementing product and service strategy. Provides senior level quality assurance reviews of products produced by team members, reviews trend analyses, and fine-tunes processes based on client/stakeholder insights. Regularly meets with client to review team performance, propose initiatives, develop long-range strategy, and set priorities.
Outreach Mgmt/Director II	BA/BS	10+	Leads multiple program areas, developing integrated product and service strategy, building and maintaining successful cross-team management structure capable of providing broad range of strategic stakeholder relations, new media and program support services. Regularly meets with client management to review team performance, propose initiatives, and set priorities.
Outreach Mgmt/Director I	BA/BS	8+	Leads program/task area, develops information product and service strategy. Builds team capable of providing a range of support services. Prepares strategic reports and stakeholder/executive briefings. Regularly meets with client to review performance, propose initiatives, and set priorities.
Outreach Mgmt/Specialist III	BA/BS	6+	Develops strategic approaches to improve program effectiveness and deliver high-quality products/services. Supervises and mentors junior staff. Meets with client regularly to ensure work meets/exceeds client objectives, discuss initiatives, and set priorities.



Labor	Educ. ¹	Yrs.	Responsibilities
Outreach Mgmt/Specialist II	BA/BS	2+	Implements tasks as directed by the Project Manager. Meets with OPP PM or client daily to discuss progress, resolve issues. May train and monitor junior staff to support routine, entry-level duties.
Outreach Mgmt/Specialist I	BA/BS	0	Provides support as directed by more senior project staff and the Project Manager. May assume routine entry level duties after a reasonable training period when skills are proven.
Outreach Mgmt/Intern	High School	0	Provides support to project team as directed by more senior staff and/or the Project Manager. All work is closely monitored and supervised.

¹ Degree equivalent: A Bachelor's Degree is equal to a high school diploma plus at least six years of relevant professional experience. A Master's Degree is equal to a Bachelor's degree plus a minimum of five years of professional experience. A Doctorate is equal to a Bachelor's Degree plus 10 years of professional experience.

1c. Pricing – Rates are calculated at a 2% escalation.

Consolidated Labor	2020-21 Year 11	2021-22 Year 12	2022-23 Year 13	2023-24 Year 14	2024-25 Year 15
Subject Matter Expert	\$250.28	\$255.29	\$260.40	\$265.60	\$270.92
Program Manager	\$203.28	\$207.35	\$211.50	\$215.73	\$220.04
Program Administration	\$112.57	\$114.82	\$117.12	\$119.46	\$121.85
Visual Com III	\$155.18	\$158.28	\$161.45	\$164.68	\$167.97
Visual Com II	\$112.57	\$114.82	\$117.12	\$119.46	\$121.85
New Media Com IV	\$203.28	\$207.35	\$211.50	\$215.73	\$220.04
New Media Com III	\$170.19	\$173.60	\$177.07	\$180.61	\$184.22
New Media Com II	\$153.51	\$156.58	\$159.71	\$162.91	\$166.17
New Media Com I	\$104.57	\$106.66	\$108.79	\$110.97	\$113.19
Outreach Mgmt/Director III	\$204.67	\$208.77	\$212.94	\$217.20	\$221.55
Outreach Mgmt/Director II	\$146.83	\$149.77	\$152.76	\$155.82	\$158.94
Outreach Mgmt/Director I	\$123.75	\$126.22	\$128.74	\$131.32	\$133.95
Outreach Mgmt/Specialist III	\$94.05	\$95.93	\$97.85	\$99.80	\$101.80
Outreach Mgmt/Specialist II	\$80.09	\$81.69	\$83.33	\$84.99	\$86.69
Outreach Mgmt/Specialist I	\$65.07	\$66.38	\$67.70	\$69.06	\$70.44
Outreach Mgmt/Intern	\$42.30	\$43.14	\$44.01	\$44.89	\$45.78

² Volume rate requires a minimum of 1,920 hours in that labor category (10% discount). ³ On-site rate assumes both the volume of 1,920 hours and government-furnished office/equipment (14% discount).

- 2) **Maximum order:** \$1,000,000.
- 3) **Minimum order:** \$100.
- 4) **Geographic coverage:** Domestic and overseas.
- 5) **Point(s) of production** (city, county, and State or foreign country): Arnold, Maryland; New Orleans, Louisiana; Newport, Pennsylvania; Anaheim, California – and client site.
- 6) **Discount from list prices or statement of net price:** See #7 for quantity discount.

- 7) **Quantity Discount:** OPP offers a 10% discount for orders exceeding 1,920 hours (full-time) for a single labor category/person and 14% discount for government site, full-time single labor category/person. Additional discounts may be offered at a BPA or task order basis.
- 8) **Prompt payment terms:** Net 30 Days. Information for Ordering Offices: Prompt payment terms, cannot be negotiated out of contractual agreement in exchange for other concessions.
- 9) **Government purchase cards:**
 - a) Government purchase cards are accepted at or below the micro purchase threshold.
 - b) Government purchase card are accepted above the micro purchase threshold.
- 10) **Foreign items** (list items by country of origin). Not applicable.
- 11) **Time of delivery:**
 - a) Time of delivery will be negotiated with the ordering agency for each individual task order.
 - b) Items may be available for expedited delivery as specified in the task order.
 - c) Items may be available for overnight and 2-day delivery as specified in the task order. The schedule customer may contact Outreach Process Partners for rates for overnight and 2-day delivery.
 - d) Agencies are encouraged to contact the Contractor's representative for urgent requirements.
- 12) **F.O.B. point(s):** Destination.
- 13) **Ordering information:**
 - a) Address: 2521 Riva Road, Suite P-1, Annapolis, MD 21401
 - b) 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.
- 14) **Payment address(es):**

Check via U.S. Mail: Outreach Process Partners, LLC, 2521 Riva Road, Suite P-1, Annapolis, MD 21401

Wire/Electronic Funds Transfer: Wire/bank transfers is our preferred method of payment. OPP will provide information for each task order and/or BPA.
- 15) **Warranty provision:** OPP warrants that the services provided will be in accordance with the scope of work for the task order and will be of the highest quality. Should any errors occur, we will correct them at our own expense.
- 16) **Export packing charges (if applicable):** Not applicable.
- 17) **Terms and conditions of Government purchase card acceptance** (any thresholds above the micro purchase level). Government credit card payments will be accepted for orders above, at or below the micro-purchase threshold. Bank account info will be provided on the invoice as appropriate.
- 18) **Terms and conditions of rental, maintenance, and repair** (if applicable): Not applicable.
- 19) **Terms and conditions of installation** (if applicable): Not applicable.
- 20) **Terms and conditions of repair parts** indicating date of parts price lists and any discounts from list prices (if applicable): Not applicable.
 - a) Terms and conditions for any other services (if applicable): Not applicable.
- 21) **List of service and distribution points** (if applicable): Not applicable.



- 22) **List of participating dealers** (if applicable): Not applicable.
- 23) **Preventive maintenance** (if applicable): Not applicable.
- 24) **Special attributes:**
 - a) **Environmental attributes** (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.
 - b) **Section 508 compliance** information will be addressed at the task order level. The EIT standards can be found at: www.Section508.gov. Outreach Process Partners creates 508 compliant websites and videos as part of our service offering. Additional details will be provided upon request for appropriate task orders.
- 25) **Data Universal Number System (DUNS) number:** 60-9691832.
- 26) **System for Award Management (SAM) database:** Outreach Process Partners is registered and active in SAM.

Service Contract Labor Standards Matrix:

SCA/SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	Title WD Number
Program Administration	01013-Accounting Clerk III	2015-4265
Visual Com III	13043-Illustrator III	2015-4265
Visual Com II	13042-Illustrator III	2015-4265
Outreach/Mgmt Intern	01051-Data Entry Operator	2015-4265

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).