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: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services  FSC Class: D399 and R408

Contract Number: GS-00F-009BA

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

Contract Period: June 30, 2019 to June 29, 2024.

Contractor Name: CONTOURAL, INC.
Street Address: 335 MAIN ST STE B
City, State, Zip LOS ALTOS, CA 94022-2836
Telephone: (650) 390/0800
Extension: 
FAX Number: (650) 390/0303
Web Site: www.contoural.com
E-mail: tdowns@contoural.com
Contract Administration: Timothy A Downs

Business Size: Small Business

Price List current as of Modification # PA-0023 effective December 3, 2020

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology - IT Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Professional Services - Business Administrative Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

<table>
<thead>
<tr>
<th>Awarded Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>Site</th>
<th>GSA Price (Inclusive of IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Management Consultant</td>
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1c. If the Contractor is proposing 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 shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

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2. Maximum Order:

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<tr>
<td>54151S</td>
<td>$500,000</td>
</tr>
<tr>
<td>541611</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic and Worldwide

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
7. Quantity discounts: None

8. Prompt payment terms: 2% 10 days, Net 30
   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

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): Same as Contractor

14. Warranty provision.: Contractor’s Standard Commercial Warranty Terms and Conditions.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

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. N/A
   The EIT standards can be found at: www.Section508.gov.
23. Data Universal Numbering System (DUNS) number: 824983840

24. Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

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**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for the SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Labor Category Descriptions

Senior Management Consultant

Functional Responsibility:
The Senior Management Consultant is responsible for developing policies, strategy, organizational structures, processes, tools and change management and training strategies and content in the context of Information Governance (IG). Services include program evaluations (assessments) and strategy development for specific IG functions, including Records and Information Management (RIM) and the Control of Sensitive Information. Work products include development of alternative solutions, processes and organizational structures for complex IG issues based on a best practice maturity capability model in the context of a client’s unique circumstances. Senior Management Consultants develop strategic roadmap(s) and tactical plans for IG program implementation, including the development of teams to manage Information Governance programs beyond the inception phase. Services may also include involvement in the implementation/execution of the recommended strategy, which may include conducting system evaluations (assessments), development of media-specific file management schema and acquisition assistance through requirements definition, technical solution recommendations and vendor selection.

Other tasks/deliverables the Senior Management Consultant delivers include: gap analysis between existing and desired/recommended practices, identification of risks and opportunities for program and practice enhancements, recommended investments in policy, process and technology to support initiative objectives related to improving compliance, reducing risk and cost, and the overall effectiveness of an IG program.

Minimum/General Experience and Education:
Bachelor’s Degree with 24 years of experience in a related discipline. Experience must include business process analysis, identification of records, and business and discovery management expertise. Development of records retention Policies and Schedules and/or taxonomies and/or application and implementation of systems related to records and information management is a plus.

The 24 years’ experience must also include a minimum of 3 years of management consulting or professional services experience, including:

- Implementation, management, or operation of business process reengineering and records and information management and litigation readiness solutions in a corporate environment
- Direct work with partners/clients in complex environments
- Project Management (PMP is a plus)
- Oral and written communications and presentations to both technical and executive audiences
- Independent and team contributions
- Work with legal and regulatory requirements and practices impacting Information Governance, i.e. Records and Information Management (RIM), Litigation Readiness, and the Control of Sensitive Information across multiple industries and business functions
**Senior IT and Records Information Management Consultant**

**Functional Responsibility:**

The Senior IT and Records Information Management Consultant is responsible for delivering consulting services related to data repositories (e.g. SharePoint, Email, File Shares, DMS, ECM) and the records and business documents contained in them. These services may include conducting system evaluations (assessments), development of media-specific file management schema and acquisition assistance through requirements definition, technical solution recommendations and vendor selection; pilot design and implementation, which may include system/solution testing, compliance measurement; and behavioral change management and training activities. Understanding of infrastructure components, software solutions, business drivers, and emerging technology directions are essential.

In a typical engagement, Senior IT and Records Information Management Consultants recommend technical solutions for retention, protection and management of documents including ESI, and/or the eDiscovery, review, and production of information from those systems for information governance, records and information management, control of sensitive information, regulatory and/or litigation purposes. Senior IT and Records Information Management Consultants may identify business and functional requirements, translate them into technical requirements, perform data extraction (utilizing reporting tools, SQL queries, audit and monitoring) and database development, as well as perform data collection, analysis, and presentation (utilizing SharePoint, Access, Excel, HTML, etc.) services.

**Minimum/General Experience and Education:**

Bachelor’s Degree in Information Technology, Computer Science or related discipline, with 24 years of experience in a related discipline. Experience must include the development and implementation of technical solutions (applications and systems) for Information Governance and Records and Information Management and/or Litigation Readiness (litigation hold, eDiscovery and Case Management).

The 24 years’ experience must also include a minimum of 3 years of management consulting or professional services experience including:

- Development, implementation, management, or operation of Information Governance solutions in a corporate environment – including those related to RIM, Litigation Readiness and the Control of Sensitive Information, which may include document imaging, content and document management, archiving, data loss prevention and other related security tools, enterprise search, legal hold, review, production and litigation case management tools
- Direct work with partners/clients in complex environments
- Project Management (PMI/PMP is a plus)
- Oral and written communications and presentations to both technical and executive audiences
- Independent and team contributions
- Work with business, legal and regulatory, and IT requirements, and practices impacting Information Governance, RIM, Control of Sensitive Information, and/or Litigation Readiness, across multiple industries and business functions