



Schedule

**General Services Administration Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Professional Services Schedule (PSS)  
Industrial Group 00CORP**



[www.vpdgov.com](http://www.vpdgov.com)

Contract Number: **GS00F048GA**  
Contractor: **VPD Government Solutions  
1621A South Hayes St.  
Arlington, VA 22202**  
Contract Period: **November 24, 2016 – November 23, 2021**  
Business Size: **Small, Veteran Owned, Service-Disabled Business**  
Telephone: **571.969.6087**  
Email: [Info@vpd.gov](mailto:Info@vpd.gov)  
Contract Administrator: **Jeffrey Voigt**

Price List current through Modification No.0012 dated August 19, 2019

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](http://GSAAdvantage.gov). For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>



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## CUSTOMER INFORMATION

- 1a. Awarded special item numbers:  
**874-1/874-1RC Integrated Consulting Services**  
**874-6/874-6RC Acquisition Management Support**  
**874-7/874-7RC Integrated Business Program Support Services**  
**00CORP-500/00CORP-500RC Order Level Materials**
- 1b. Please see **Appendix A for Price List**
- 1c. Please see **Appendix B for Labor Category Descriptions**
2. Maximum order: **\$1,000,000**
3. Minimum order: **\$100**
4. Geographic coverage: **Domestic Only**
5. Point(s) of production: **Same as contractor's address**
6. Discount from list prices or statement of net price: **Government Net prices are shown (discounts already deducted.) See Attachment A.**
7. Quantity discounts: **None Offered**
8. Prompt 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.**
- 9a. Government purchase cards that are accepted for all purchases up to the micro-purchase level: **Yes**
- 9b. Government purchase cards that are accepted for all purchases: **No**
10. Foreign items: **Not Applicable**
- 11a. Time of delivery: **Contact Contractor**
- 11b. Expedited Delivery: **Contact Contractor**
- 11c. Overnight and 2-day Delivery: **Contact Contractor**
12. F.O.B. point: **Destination**
- 13a. Ordering address: **Same as Contractor**
- 13b. 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: **Same as Contractor**
15. Warranty provision: Provision for any appropriate and applicable warranties shall be **specifically identified in individual orders**. Such warranties are subject to the negotiation between the ordering agencies and the contractor.

16. Export packing charges: **Not Applicable**
17. Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair: **Not Applicable**
19. Terms and conditions of installation: **Not Applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **Not Applicable**
- 20a. Terms and conditions for any other services: **Not Applicable**
21. List of service and distribution points: **Not Applicable**
22. List of participating dealers: **Not Applicable**
23. Preventive maintenance: **Not Applicable**
- 24a. Special attributes such as environmental attributes: **Not Applicable**
- 24b. 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. contractors web site or other location). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): **Not Applicable**
25. Data Universal Number System (DUNS) number: **969236814**
26. Contractor **is registered** in the System for Award Management (SAM) database.



## COMPANY OVERVIEW

VPD Government Solutions is a Veterans Administration verified Service-Disabled Veteran-Owned Small Business (SDVOSB) headquartered in metropolitan Washington, D.C. We provide program management support services to Federal government agencies managing complex and often transformational programs focused on information technology, facilities, and E-government. We support major software development projects by capturing and managing requirements, visualizing software, and conducting business analysis.

We are Project Management Professionals (PMI-PMP), Agile Certified Professionals (PMI-ACP), Program Analysts, Communication Specialists, and Defense Acquisition Workforce Improvement Act (DAWIA) Level 3 Project Managers. Our dedicated team members quickly become integral parts of our client's organizations delivering strategic, tactical, and pragmatic solutions to the challenges they face.

### Our Core Capabilities

- Transformation & Modernization PMO Support
- Project, Program, and Portfolio Management
- Budgeting, Planning and Programming
- Communications
- Acquisition Management
- Agile PMO Support and Product Owner Support
- Business Process Redesign
- Business Analysis
- Requirements Development and Management

We offer services in the following subject areas covered in the GSA PSS Federal Supply Schedule:

- Integrated Consulting Services – SIN 874-1
- Integrated Consulting Services – SIN 874-1RC
- Acquisition Management Services – SIN 874-6
- Acquisition Management Services – SIN 874-6RC
- Integrated Business Program Support Services – SIN 874-7
- Integrated Business Program Support Services – SIN 874-7RC



**APPENDIX A – Price List**

**GSA LABOR CATEGORIES AND RATES**  
**SINs 874-1, 874-1RC, 874-6, 874-6RC, 874-7, 874-7RC, 00CORP-500, 00CORP-500RC**  
**Rates are inclusive of 0.75% IFF**  
**Fixed annual escalation rate is 1.9%**  
**Pricing applies to Contractor or Customer Facility**

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
	11/24/2016	11/24/2017	11/24/2018	11/24/2019	11/24/2020
	to	to	to	to	to
	11/23/2017	11/23/2018	11/23/2019	11/23/2020	11/23/2021
Acquisition Specialist I	N/A	\$54.12	\$54.12	\$55.15	\$56.20
Acquisition Specialist III	N/A	\$94.02	\$94.02	\$95.81	\$97.63
Business Data/Procurement Analyst II (Business Analyst II)	N/A	\$83.34	\$83.34	\$84.92	\$86.54
Consultant (Program Manager III)	\$162.40	\$165.49	\$168.63	\$171.83	\$175.10
Lead Modeler	\$111.06	\$113.17	\$115.32	\$117.51	\$119.74
Principal (Subject Matter Expert III)	\$177.37	\$180.74	\$184.17	\$187.67	\$191.24
Procurement Specialist II	N/A	\$59.13	\$59.13	\$60.25	\$61.40
Procurement Specialist III	N/A	\$83.34	\$83.34	\$84.92	\$86.54
Program Manager (Program Manager I)	\$90.36	\$92.08	\$93.83	\$95.61	\$97.43
Senior Acquisition Specialist (Subject Matter Expert II)	\$159.95	\$162.99	\$166.09	\$169.24	\$172.46
Senior Documentation Specialist (Documentation Specialist III)	\$60.88	\$62.04	\$63.22	\$64.42	\$65.64
Senior Management Analyst (Management Analyst III)	\$83.71	\$85.30	\$86.92	\$88.57	\$90.26
Senior Program Management Specialist (Program Manager II)	\$114.15	\$116.32	\$118.53	\$120.78	\$123.08
Systems Administrator	N/A	\$44.60	\$44.60	\$45.45	\$46.31

**Service Contract Act:** The Service Contract Labor Standards (SCLS) is applicable to this contract and as it applies to the entire 00CORP The Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.



## **APPENDIX B – GSA Labor Category Descriptions SINS 874-1, 874-6 & 874-7**

### **Acquisition Specialist I**

Provides business analysis and program support to internal client Division for the effective coordination, management and report of program initiatives across the division. Has developed an understanding of acquisition-related disciplines such as (but not limited to) conducting business analyses and studies, needs assessments, requirements analysis/definition, cost/benefit analyses, analyzing trends, monitoring and reporting regulatory guidance and business conditions.

*Minimum Education/Experience Requirements: 2 years' experience and a Bachelor's Degree*

### **Acquisition Specialist III**

Provides operations senior level acquisition support and assistance as required by SOWs. Guides complex project management for groups, including developing and executing budget requests, scheduling, prioritizing and monitoring of contractor performance in these areas for assigned projects. Conducts reviews and approve project plans and ensure proper execution; validates project budget requirements and budget documentation; oversees monitoring of the overall status of assigned projects ensuring the acquisition support activities are completed as outlined in the SOW; ensures corrective actions are taken when variances are detected; reviews project costs to ensure proper use of funds; and, manages planning, research and development aspects of assigned projects.

*Minimum Education/Experience Requirements: 6 years' experience and a Master's Degree*

### **Business Data/Procurement Analyst II (Business Data Analyst II)**

Provides analytical functions to support agencies in managing their mission-oriented business projects, acquisitions initiatives, and/or programmatic strategy, policy, studies, analyses, scenarios, and/or other management consulting services grounded in data analysis, entry, aggregation and reporting. Can determine candidate commodities and services eligible for department-level strategic sourcing initiatives based on data-driven metrics. Performs business case analysis, estimated savings projections, estimated return on investments, deployment strategies, and negotiation targets.

*Minimum Education/Experience Requirements: 4 years' experience and a Bachelor's Degree*

### **Consultant (Program Manager III)**

Directs projects focused on agency-level strategic inputs, business operations and mission often involving multiple work streams or tasks. Manages quality, schedule, cost and scope of projects and/or applies functional, consulting, facilitation, and project management expertise; delivers presentations and leads client meetings; coordinates and directs the activities of other consultants and provides direct consulting support and expertise to clients. Duties and specialties could be applied to IT, Program / Portfolio Management, Acquisitions Management Support services including but not limited to planning, cost estimating, acquisition strategy development or applied across a spectrum of program or operational support missions.

*Minimum Education/Experience Requirements: 15 years' experience and a Master's Degree*



## **Lead Modeler**

Provides day-to-day business operations support as a consultant on agency studies, analyses, and reports and may assist in the execution and analysis of simulations and what – if scenarios or directly support larger acquisition-focused efforts with reporting, data analysis, market research, acquisition artifact documentation or other essential procurement support function. Supports completion of project specific tasks on budget and on schedule; supports presentations and client meetings; delivers and/or supports consulting services, facilitation, and project management activities across a landscape of various industries such as but not limited to IT-related program support, acquisitions management support services, planning, programming or other essential program or project management functions.

*Minimum Education/Experience Requirements: 5 years' experience and a Bachelor's Degree*

## **Principal (Subject Matter Expert III)**

Provides leadership and strategic overall direction for multiple concurrent small projects within a single large organization or serves as the project manager of a single large program containing multiple task elements and/or supervising or guiding the implementation of large-scale studies and analyses. Applies industry best program management or acquisition management support practices as well as functional, consulting, facilitation, and project management expertise; collaborates or directly supports senior executives in the client organization. Carries out program objectives in support of program or project management in all phases of the program or project lifecycle. May provide acquisition management support including but not limited to cost estimation, quality assurance, requirements elicitation, risk mitigation etc.

*Minimum Education/Experience Requirements: 20 years' experience and a Master's Degree*

## **Procurement Specialist II**

Provides Pre-Award and Post-Award activities such as: performance of procurement activities, analyzing requirements, data trends, market research, recommending revisions to statements of work/specifications, determining the appropriate type of contract, establishing milestones, procurement planning, developing solicitations, documenting contract actions including negotiation memoranda, determination and findings, and justifications and approvals, conducting post-award activities, coordinating with contractors to ensure full understanding of terms, handling modifications, and resolution of issues related to non-compliance.

*Minimum Education/Experience Requirements: 4 years' experience and a Bachelor's Degree*

## **Procurement Specialist III**

Provides subject matter expertise with Federal Acquisition Regulations (FAR) knowledge, policies and practices. Responsible for Pre/Post Award functions for highly technical contracting work emphasizing customer requirements and relationships to achieve results that further the mission of agency clients. Identifies procurement objectives and methodologies; assists with statements of work; develops solicitations; assist with analyses of elements of cost; document competitive range determinations; assist with pre-proposal conferences; assists with developing comprehensive negotiation strategies; and coordinates with technical experts.

*Minimum Education/Experience Requirements: 6 years' experience and a Master's Degree*





### **Program Manager (Program Manager I)**

Manages a single or multiple projects of moderate complexity. Provides input to project scope, schedule and budget baselines based on an understanding of the program(s), system(s) or acquisition(s) development lifecycle. Manages changes to project baselines, monitors deliverables, conducts reviews, and manages incorporation of quality management systems for the project. May manage or contribute to cost estimation, requirements development, documentation or other acquisition management support function as required. Prepares presentations and other materials to support project or system functions. Leads activities to identify project or acquisition package risks and develops mitigation plans. Drafts correspondence, reports, white papers, minutes, communications products, briefs, and other documentation.

*Minimum Education/Experience Requirements: 5 years' experience and a Bachelor's Degree*

### **Senior Acquisition Specialist (Subject Matter Expert II)**

Provides expertise, guidance, consultation, facilitation, program management, thought leadership, and education to the client and/or project team based on specialized deep expertise in a specific field or functional area of acquisition management support related to agency-level strategy, risk management or in support of agency business operations.

*Minimum Education/Experience Requirements: 15 years' experience and a Bachelor's Degree*

### **Senior Documentation Specialist (Documentation Specialist III)**

Provides document and/or knowledge management support for operational business systems, studies, analyses and reports supporting high level agency business functions or strategic analyses. Documentation support may include but is not limited to requisite acquisition package artifacts, market research results, or requirements documentation among other critical acquisitions or program and planning management support. Supports the development and maintenance of effective information management plans, processes, and systems. Outlines and develops technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes. Produces or supports the development of presentations or reports related to program or acquisitions strategy and/or high level objectives.

*Minimum Education/Experience Requirements: 2 years' experience and a Bachelor's Degree*

### **Senior Management Analyst (Management Analyst III)**

Conducts research and analyses in support of agency strategy and policy formulation and/or enters, validates or organizes data and project documents in direct support of agency business operations including portfolio, program management and/or acquisitions management support functions. Develops quality deliverables within estimated time frames and budget constraints; delivers and/or supports consulting services, facilitation, and project management activities.

*Minimum Education/Experience Requirements: 8 years' experience and a Bachelor's Degree*

### **Senior Program Management Specialist (Program Manager II)**

Provides operational advisory and assistance support services in the form of directing, or producing analyses and reports in support of the agency's strategic business or operational goals and/or



provides program/project management support throughout the program or acquisition lifecycle through management of business support services including but not limited to requirements elicitation, programming, budgeting, reporting, developing and monitoring performance metrics, market research, cost estimation etc. May involve providing supervisory duties for other contract support personnel. Prepares presentations and other materials to support project, acquisition, or system functions. Leads activities to identify project risks and develop mitigation plans. May facilitate Integrated Project Teams (IPT) in support of agency business goals.

*Minimum Education/Experience Requirements: 10 years' experience and a Bachelor's Degree*

**Systems Administrator**

Provides high level understanding and best practices in software and hardware systems across government or industry. Experience working in Strategy, Organizational Development, and Change Management. Demonstrated experience in Business Strategy, Systems Architecture Strategy, Sourcing Strategy, or Innovation Strategy. Troubleshoot and resolve advanced portal and application issues efficiently. Expert for applications running on a department wide system.

*Minimum Education/Experience Requirements: 3 years' experience and a Bachelor's Degree*

VPD Professional Services Schedule Trade-Off Table	
Degree	Related Experience Substitution
Associate's	High School Diploma + 2 Years
Bachelor's	Associates + 2 Years or High School Diploma + 6 Years
Master's	Bachelors + 3 Years
PhD	Masters + 3 Years