

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service** *Authorized Federal Supply Schedule Price List*

**Schedule for – Multiple Award Schedule**  
**Federal Supply Group:** Federal Supply Group: Professional Services  
**Contract Number:** GS-00F-051CA  
**Contract Period:** March 4, 2020 – March 3, 2025

**Contractor:** The Nakamoto Group, Inc.  
3347 Eclipse DR  
Jefferson, MD 21755 7603

**Business Size:** Small, Minority Woman Owned Business

**Telephone:** (301) 834-4681  
**Extension:**  
**FAX Number:** (301) 834-3298  
**Web Site:** www.nakamotogroup.com  
**E-mail:** jenni@nakamotogroup.com  
**Contract Administration:** Sarita Adarsh

### **CUSTOMER INFORMATION**

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

| SIN       | Recovery    | Description   |
|-----------|-------------|---|
| 561920    | 561920RC    | Conference, Events and Tradeshow Planning Services  |
| 541810ODC | 541810ODCRC | Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours   |
| 541611    | 541611RC    | Management and Financial Consulting, Acquisition and Grants Management Support and business Support and Program Management Services |
| OLM       | OLMRC       | Order Level Materials   |

- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic Only
- 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). See Attachment.
7. **Quantity discounts:** 15% off each Task Order with actual sales in excess of \$1,000,000.
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. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **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
- 11c. **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
- 11d. **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 effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** 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(es):** Same as company address
15. **Warranty provision:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
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 (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 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 at ([www.nakamotogroup.com](http://www.nakamotogroup.com).) The EIT standards can be found at: [www.section508.gov/](http://www.section508.gov/).
25. Data Universal Numbering System (DUNS) number: 133090261
26. Notification regarding registration in System for Award management (SAM) database:  
Registered
27. Final Pricing:  
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| SIN            | Awarded Labor Category       | Min Edu     | Min Exp | Site | Year 6    | Year 7    | Year 8    | Year 9    | Year 10   |
|----------------|------------------------------|-------------|---------|------|-----------|-----------|-----------|-----------|-----------|
| 541611         | Program Manager              | Bachelors   | 14      | Both | \$ 214.67 | \$ 218.96 | \$ 223.34 | \$ 227.81 | \$ 232.36 |
| 541611         | Sr. Project Manager          | Bachelors   | 12      | Both | \$ 173.46 | \$ 176.93 | \$ 180.47 | \$ 184.08 | \$ 187.76 |
| 541611, 561920 | Project Director             | Bachelors   | 10      | Both | \$ 111.75 | \$ 113.99 | \$ 116.27 | \$ 118.59 | \$ 120.96 |
| 541611         | Program Analyst              | Bachelors   | 7       | Both | \$ 148.82 | \$ 151.80 | \$ 154.83 | \$ 157.93 | \$ 161.09 |
| 541611         | Resource Manager             | Bachelors   | 7       | Both | \$ 141.77 | \$ 144.61 | \$ 147.50 | \$ 150.45 | \$ 153.46 |
| 541611         | Medical Specialist IV        | PhD         | 20      | Both | \$ 245.76 | \$ 250.68 | \$ 255.69 | \$ 260.81 | \$ 266.02 |
| 541611         | Medical Specialist III       | PhD         | 15      | Both | \$ 229.04 | \$ 233.62 | \$ 238.29 | \$ 243.06 | \$ 247.92 |
| 541611         | Medical Specialist II        | PhD         | 15      | Both | \$ 228.21 | \$ 232.77 | \$ 237.43 | \$ 242.17 | \$ 247.02 |
| 541611         | Medical Specialist I         | PhD         | 10      | Both | \$ 156.55 | \$ 159.68 | \$ 162.87 | \$ 166.13 | \$ 169.45 |
| 541611         | Education Specialist         | Bachelors   | 10      | Both | \$ 194.86 | \$ 198.76 | \$ 202.73 | \$ 206.79 | \$ 210.92 |
| 541611         | Inspector                    | Bachelors   | 10      | Both | \$ 157.39 | \$ 160.54 | \$ 163.75 | \$ 167.03 | \$ 170.37 |
| 541611, 561920 | Subject Matter Specialist II | Masters     | 24      | Both | \$ 152.08 | \$ 155.12 | \$ 158.22 | \$ 161.39 | \$ 164.61 |
| 541611, 561920 | Administrative Assistant II  | Associates  | 1       | Both | \$ 74.16  | \$ 75.64  | \$ 77.15  | \$ 78.70  | \$ 80.27  |
| 541611, 561920 | Subject Matter Specialist I  | Bachelors   | 19      | Both | \$ 89.15  | \$ 90.93  | \$ 92.75  | \$ 94.61  | \$ 96.50  |
| 541611, 561920 | IT Specialist                | Bachelors   | 3       | Both | \$ 137.59 | \$ 140.34 | \$ 143.15 | \$ 146.01 | \$ 148.93 |
| 561920         | Conference Coordinator       | Bachelors   | 5       | Both | \$ 66.28  | \$ 67.61  | \$ 68.96  | \$ 70.34  | \$ 71.75  |
| 561920         | Logistics Coordinator        | Bachelors   | 5       | Both | \$ 46.67  | \$ 47.61  | \$ 48.56  | \$ 49.53  | \$ 50.52  |
| 561920         | Technical Writer I           | Bachelors   | 10      | Both | \$ 152.19 | \$ 155.23 | \$ 158.33 | \$ 161.50 | \$ 164.73 |
| 561920         | Administrative Manager       | Bachelors   | 6       | Both | \$ 124.49 | \$ 126.98 | \$ 129.52 | \$ 132.11 | \$ 134.75 |
| 561920         | Administrative Assistant I   | High School | 2       | Both | \$ 51.51  | \$ 52.54  | \$ 53.59  | \$ 54.66  | \$ 55.75  |
| 561920         | Graphic Artist               | Bachelors   | 5       | Both | \$ 58.44  | \$ 59.61  | \$ 60.80  | \$ 62.02  | \$ 63.26  |

## 28. Service Contract Act (SCA) Matrix

| SCA Eligible Labor Category | SCA Equivalent Code Title        | Wage Determination No |
|-----------------------------|----------------------------------|-----------------------|
| Administrative              | 01020 – Administrative Assistant | 2015- 4270            |

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 marked with a (\*\*\*) in this pricelist 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).

### **Profile of the Company**

The Nakamoto Group, Inc. is a small minority women-owned business established in 2003. It is a dynamic business that provides specialized management and program support services. The company has successfully performed numerous Federal contracts and has built a reputation of excellence.

The company's key staff and consultants have many years of experience in the public and private sectors. The President, Jenni Nakamoto, is a former Federal government employee at the National Institute of Drug Abuse.

The company offers services in four major categories: conference planning and management, program management support and development, detention services and compliance review, and publication services. The company's headquarters office is located in Maryland. We maintain other offices as needed to serve our client base.

### **Labor Category Descriptions**

#### Program Manager

Minimum Education/Experience:

Masters Degree/12 years; or

Bachelors Degree/14 years

Description: Manages multiple client projects at diverse locations. Organizes, directs and coordinates planning and production of all contract support activities. Manages cost, schedule and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects, client-customer program, and operator work sites. In specific tasks, may provide total oversight and management of client's Project Management Office (PMO) that includes all functions relative PMO operation. Formulates, recommends, and reviews strategic plans and deliverable items; ensures conformance to performance-based goals and quality standards. Assigns, schedules, and reviews work of subordinate project managers, professional, and support staff. Manages quality inspection; responsible for quality assurance activities, and oversees project evaluation process.

#### Senior Project Manager

NAICS 541611

#### Minimum Education/Experience:

Masters Degree/10 years; or

Bachelors Degree/12 years

High School/16 years

Description: Manages single or multiple projects/tasks. Manages assigned projects to meet client requirements. Determines project scope with client and manages the design of assigned projects. Responds effectively to meet client's needs. Supports client in business and action planning. Oversees quality inspection and quality assurance activities; conducts projects audits and evaluations, and recommends project level performance standards. Manages project resources, budgets, schedules, and delivery of services. Manages client relationships for teams of consultants and professionals assigned to projects, client-customer program, and operator's work sites. Supports Program Manager and other relevant staff associated with PMO functions.

#### Project Director

#### Minimum Education/Experience:

Masters Degree/8; or

Bachelors Degree/10; or

High School/14

Description: Manages single or multiple project/task. Determines project scope with client and manages the design of assigned projects. Responds effectively to meet client's needs. Supports client in business and action planning. Supports client in business and action planning. Oversees quality inspection and quality assurance activities; conducts projects audits and evaluations, and recommends project level performance standards. Manages project resources, budgets, schedules, and delivery of services. Manages client relationships for teams of consultants and professionals assigned to projects, client-customer program, and operator's work sites.

#### Program Analyst

#### Minimum Education/Experience:

Bachelors Degree/7 years

Description: Analyzes business process to determine most efficient methods of accomplishing work. Studies work procedure, information flow, production methods, inventory controls, and cost analyses. Compares findings with strategic and operational plans, goals and objective. Documents findings and recommends new procedures, systems, and organizational changes, including staffing, equipment and facility requirements. Monitors newly implemented systems to assure smooth functioning. May implement new system processes and train staff. Does not perform analysis for information technology (IT) type services.

#### Resource Manager

#### Minimum Education/Experience:

Bachelors Degree/7 years; or

High School/12 years

Description: Consultants with clients to define needs or problems. Conducts analyses of current operational policies, procedures, and processes. Provides expertise in the design, development, and implementation of defined tasks for client organization; e.g. business process reengineering; performance measurement; benchmarking, and complex analysis. Prepares milestone status reports and delivers presentation on strategic, conceptual, and operational changes/improvements.

### Medical Specialist I

Minimum Education/Experience:

MD/DPM/DDS/10 years; and

Board Certification in Area of Specialty

Description: Recognized expert with demonstrated in-depth knowledge of specific medical field of expertise; e.g., internal medicine, dentistry, child development, psychiatry, geriatrics, pharmacology, infectious disease, obstetrics/gynecology, ophthalmology, epidemiology, etc. Provides consulting and/or program management services to client as a subject matter expert of specialized areas of medicine/healthcare to support the client's mission and business objectives. Services may include but not be limited to developing and implementing strategic plans for healthcare-related goals and objectives; providing independent evaluations of healthcare-related programs, initiative and/or grant-funded programs. Participates in establishing and implementing quality standards for medical-type services and products. Provides expertise in analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI). Provides oversight of new medical programs; institutes and enforces policies, procedures and performance-based standards. Facilitates the development of strategic planning initiatives, operational analysis/effectiveness determination, and improvements in productivity and performance. Advises CEO/Administrator on medical policies, procedures, and federal, state, and/or local regulations. Provides input and evaluation of intern and resident physician education programs. Knowledgeable of and advises on latest trends in medical practices and techniques.

### Medical Specialist II

Minimum Education/Experience:

MD/DPM/DDS/15 years; and

Board Certification in Area of Specialty

Description: Recognized expert with demonstrated in-depth knowledge of specific medical field of expertise; e.g., internal medicine, dentistry, child development, psychiatry, geriatrics, pharmacology, infectious disease, obstetrics/gynecology, ophthalmology, epidemiology, etc. Provides consulting and/or program management services to client as a subject matter expert of specialized areas of medicine/healthcare to support the client's mission and business objectives. Services may include but not be limited to developing and implementing strategic plans for healthcare-related goals and objectives; providing independent evaluations of healthcare-related programs, initiative and/or grant-funded programs. Participates in establishing and implementing quality standards for medical-type services and products. Provides expertise in analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI). Provides oversight of new medical programs; institutes and enforces policies, procedures and performance-based standards. Facilitates the development of strategic planning initiatives, operational analysis/effectiveness determination, and improvements in productivity and performance. Advises CEO/Administrator on medical policies, procedures, and federal, state, and/or local regulations. Provides input and evaluation of intern and resident physician education programs. Knowledgeable of and advises on latest trends in medical practices and techniques.

### Medical Specialist III

#### Minimum Education/Experience:

MD/15 years; and

Board Certification in Area of Specialty (if applicable)

Description: Recognized expert with demonstrated in-depth knowledge of specific medical field expertise; e.g., child development, psychiatry, geriatrics, pharmacology, infectious disease, obstetrics/gynecology, ophthalmology, epidemiology, etc. Provides consulting and/or program management services to clients as a subject matter expert in specialized areas of medicine/healthcare to support client's mission and business objectives. Services may include but not be limited to developing and implementing strategic plans for healthcare-related programs, initiatives, and/or grant-funded programs. Participates in establishing and implementing quality standards for medical-type services and products. Provides expertise in analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI). Provides oversight of new medical programs; institutes and enforces policies, procedures, and performance based standards. Facilitates the development of strategic planning initiatives, operational analysis/effectiveness determination, and improvements in productivity and performance. Advises CEO/Administrator on medical policies, procedures, and federal, state, and/or local regulations. Provides input and evaluation of intern and resident physician education programs. Knowledgeable of and advises on latest trends in medical practices and techniques.

#### Medical Specialist IV

##### Minimum Education/Experience:

MD/20 years; and

Board Certification in Area of Specialty (if applicable)

Description: Recognized expert with demonstrated in-depth knowledge of specific medical field expertise; e.g., child development, psychiatry, geriatrics, pharmacology, infectious disease, obstetrics/gynecology, ophthalmology, epidemiology, etc. Provides consulting and/or program management services to clients as a subject matter expert in specialized areas of medicine/healthcare to support client's mission and business objectives. Services may include but not be limited to developing and implementing strategic plans for healthcare-related programs, initiatives, and/or grant-funded programs. Participates in establishing and implementing quality standards for medical-type services and products. Provides expertise in analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI). Provides oversight of new medical programs; institutes and enforces policies, procedures, and performance based standards. Facilitates the development of strategic planning initiatives, operational analysis/effectiveness determination, and improvements in productivity and performance. Advises CEO/Administrator on medical policies, procedures, and federal, state, and/or local regulations. Provides input and evaluation of intern and resident physician education programs. Knowledgeable of and advises on latest trends in medical practices and techniques.

#### Education Specialist

##### Minimum Education/Experience:

Masters Degree/8 years; or

Bachelors degree/10 years

Description: Recognized expert with demonstrated in-depth knowledge of specific educational programs, methodologies, tools and approaches; e.g., motivational strategies, leadership

development, performance issues, career development, career enrichment, employee satisfaction, and dysfunctional behaviors. Provides consulting services to clients that supports client's mission and business objectives; e.g., education/training needs and gap analyses; strategic plans to achieve client's education requirements and goals; program design, development, implementation, and assessment of effectiveness. Manages all aspects of specific education initiatives as needed; provides oversight of education staff and relevant tasks to assure delivery of quality products and performance, and measurable program success. Knowledgeable in federal, state, and/or local education regulations.

#### Inspector

##### Minimum Education/Experience:

Masters Degree/8 years; or  
Bachelors degree/10 years

Description: Provides consultant services that assesses internal operations and inter and intra relationships between multiple organizations. Responsibilities include reviewing, analyzing, and assessing specific operational processes: such as workflow, quality assurance, product delivery, customer satisfaction, and system efficiencies; and determines level of compliance with specified policies, procedures and/or regulations. Facilitates the development and implementation of surveys, survey design, and consensus-building processes within the Federal government agency. Makes recommendations based on qualitative and/or quantitative impact studies of new policy, procedure and/or process implementation due to the potential impedance of laws, regulations and policies. Facilitates the development of strategic planning initiatives, operational analysis/effectiveness determination, institutes productivity improvements; provides advice on organizational structure and work methods. Experienced with methods, tools, and approaches for strategic planning operations and analysis; financial organizational and other areas of management responsibility.

#### Subject Matter Specialist I

##### Minimum Education/Experience:

Masters/15; or  
Bachelors/19

Description: Focuses on internal operations and the inter- and intra-relationships between functions and organizational units within a single organization or between multiple organizations with the goal of improving planning, operational, product delivery, customer satisfaction, and maximizing benefits from specific investments in new systems or equipment effectiveness. Facilitates the development and implementation of surveys, survey design, and consensus-building processes within the Federal government agency. Provides advice based on qualitative and/or quantitative analysis of the feasibility of decision options and/or implementation of new policy, procedures and processes due to the potential impedance of laws, regulations, and policies. Facilitates the development of strategic planning initiatives, operational analysis/effectiveness determination, institutes productivity improvements; provides advice on organizational structure and work methods. Conduct performance test and evaluation and assesses and assists in the validation programs. Understand complex and multi-faceted programs and their inter-relationships; and the ability to develop planning documents and processes for research/development. Experienced with Strategic Planning, Operations Analysis, financial, organizational and other areas of management responsibility.

## Subject Matter Specialist II

### Minimum Education/Experience:

Doctorate – PE/20 years; or

Masters Degree/24 years; or

Bachelors Degree/28 years

Description: Recognized expert in field or discipline. Must have demonstrated in-depth knowledge of specific field of expertise. Knowledge and direct experience with the application of procedures, and with test and evaluation of operational requirements relative to specific field of expertise. Expert with Strategic Planning, Operations Analysis, Financial, Organizational and other area of management responsibility within expert discipline.

## IT Specialist

### Education/Experience:

Bachelors Degree/3; or

High School/7

Description: Designs, configures and supports one or more local and wide area networks that include hubs, routers, dial-up access, cabling and file servers. Also manages connectivity, design and operation of internal and external systems. Manages internetworking of various operating systems that may include Windows and one or more versions of UNIX, across LANS and WANS. Monitors performance and stability of networks. Prepares reports for management. Uses network management tools to test and ensure functionality and security. Uses TCP/IP configuration and troubleshooting skills to develop and maintain an infrastructure that includes intranets and extranets.

## Conference Coordinator

### Education/Experience:

Bachelors Degree/5; or

High School/9

Description: Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve on-site problems in person.

## Logistics Coordinator

NAICS 561920

### Education/Experience:

Bachelors Degree/5; or

High School/9

Description: Determines support requirements including facilities, personnel, safety, and maintenance to ensure effective and economical support. Analyzes and evaluates design concepts and recommends alternatives. Anticipates logistics problems related to operational areas and environmental and human factors. May design and conduct research and technical studies to support logistic functions. May be responsible for training, work assignments and performance of less experienced support staff.

## Technical Writer I

### Education/Experience:

Bachelors Degree/10; or

### High School/15

Description: Supervises and manages writing assignments, performs final edits and approves the final written product. Authors complex writing assignments. Writes/rewrites, summarizes and edits technical materials, including planning, operations and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements and mechanical layout of camera-ready copy.

### Administrative Manager

Education/Experience:

Bachelors Degree/6; or  
High School/10

Description: Organizes and directs office services and operations. Performs a variety of administrative and supervisory duties and responsibilities such as assigning work schedules to clerical and secretarial employees, interpreting organizational policies and procedures for employees and maintaining various administrative reports. Directs department operations to prepare and retain client and staff related records, files and reports in accordance with standards. Initiates cost reduction programs. Gathers material to prepare and interpret recurring administrative reports. Fosters a positive environment of high morale amongst staff members.

### Administrative Assistant I

Education/Experience:

High School/2

Description: Performs administrative and clerical support duties to relieve client of administrative details. Types correspondence, reports and memos. Maintains computer based and paper files. Answers and screens telephone calls and opens and distributes mail for unit. Assists in researching and compiling special reports. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Requires basic knowledge of computer software applications. Require standard typing/word processing and language skills.

### Administrative Assistant II

Education/Experience:

Associates Degree/1; or  
High School/4

Description: Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail and presentation software.

### Graphic Artist

Education/Experience:

Bachelors of Arts/5; or  
High School/9

Description: Designs art and copy layout for material to be presented visually in magazines, books and newspapers, on product packaging, via television, computer monitor, website and CD-Rom, any by other visual communications media. Plans presentations that typically include illustrations, photographs and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develop style-sheets, logotypes and graphic standards for printed or published materials. Prepares series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for website. Reviews final layout and recommends improvements as necessary.