



U.S. General Services Administration

Federal Acquisition 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 is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.gsadvantage.gov>.

Schedule for Professional Services Schedule (PSS)

Federal Supply Group: PSS

Contract Number: GS00F131DA

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

Contract Period: April 22, 2016 through April 21, 2021

Contractor: D&G Support Services
11635 Chanceford Dr. Suite 100
Woodbridge, VA 22192 6632

Business Size: Service Disabled Veteran Owned Small Business (SDVOSB)

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

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Customer Information

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

| SIN | Recovery | SIN Description |
|---------|--------------|--|
| 520-13 | 520-13RC | Complementary Financial Management Services |
| 520-21 | 520-21RC | Program Management Services |
| 871-1 | 871-1RC | Strategic Planning for Technology Programs/Activities |
| 871-2 | 871-2RC | Concept Development and Requirements Analysis |
| 871-3 | 871-3RC | System Design, Engineering and Integration |
| 871-4 | 871-4RC | Test and Evaluation |
| 871-5 | 871-5RC | Integrated Logistics Support |
| 871-6 | 871-6RC | Acquisition and Life Cycle Management |
| 874-1 | 874-1RC | Integrated Consulting Services |
| 874-501 | 874V-501RC | Supply and Value Chain Management |
| 874-504 | 874V-504RC | Deployment Logistics |
| 874-505 | 874V-505RC | Logistics Training Services |
| 874-507 | 874V-507RC | Operations & Maintenance Logistics Management and Support Services |
| 874-6 | 874-6RC | Acquisition Management Support |
| 874-7 | 874-7RC | Integrated Business Program Support Services |
| C132-51 | C132-51RC | Information Technology Professional Services |
| C132-51 | C132-51STLOC | Information Technology Professional Services |

1b. Labor Rates: Please see Appendix A.

1c. Labor Category Descriptions: Please see Appendix B.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100

4. Geographic Coverage (delivery Area): Domestic only.

5. Point(s) of production (city, county, and state or foreign country): Woodbridge, VA and other D&G offices in the United States.

6. Discount from list prices or statement of net price: All prices listed are net prices (discounts already deducted). See Appendix A for discounted Labor Rates.

7. Quantity discounts: None Offered.

8. Prompt payment terms: No special discount is offered for prompt payment. Payment terms are Net 30 days.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:
Government credit cards will be accepted for orders up to the micro-purchase threshold.



- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Government credit cards will be accepted for orders above the micro-purchase threshold.
- 10. **Foreign items (list items by country of origin):** None.
- 11a. **Time of Delivery (Contractor insert number of days):** Specified in each task order.
- 11b. **Expedited Delivery.** None.
- 11c. **Overnight and 2-day delivery.** None.
- 11d. **Urgent Requirements.** Not Available.
- 12. **F.O.B Points(s):** Destination.
- 13a. **Ordering Address:** Same as Company Address.
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. **Payment address:**

| | |
|---|---|
| <u>Payment via Check/U.S. Mail</u> Same as Company Address | <u>ACH Payments</u> D&G SunTrust Bank 9-Digit ABA routing number: See invoice Account number: See invoice |
|---|---|
- 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):** None.
- 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. Section 508: If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov.

25. Data Universal Numbering System (DUNS) number: 78-655-3268

26. Notification regarding registration in Central Contractor Registration (CCR) database: D&G is registered in the Central Contractor Registration (SAM) Database.

27. Final Pricing:

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

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

**Appendix A: Labor Rates**

| GSA Contract #: GS00F131DA Labor Category | Contractor and Government Site Rates | Minimum Education | Minimum Years of Experience |
|--|---|------------------------------|--|
| Senior Program Manager 4 | \$136.17 | Master's | 10 |
| Senior Program Manager 3 | \$122.27 | Bachelor's | 12 |
| Program Manager 2 | \$108.65 | Bachelor's | 10 |
| Senior Project Manager 4 | \$119.78 | Master's | 5 |
| Project Manager 3 | \$101.90 | Bachelor's | 7 |
| Project Manager 2 | \$90.29 | Bachelor's | 5 |
| Project Manager 1 | \$78.57 | Bachelor's | 3 |
| Senior Technical Specialist 4 | \$122.22 | Master's | 7 |
| Senior Technical Specialist 3 | \$113.34 | Bachelor's | 10 |
| Technical Specialist 2 | \$99.59 | Bachelor's | 8 |
| Technical Specialist 1 | \$89.17 | Bachelor's | 5 |
| Senior Analyst 4 | \$114.72 | Bachelor's | 10 |
| Senior Analyst 3 | \$94.12 | Bachelor's | 5 |
| Analyst 2 | \$81.55 | Bachelor's | 3 |
| Analyst 1 | \$67.39 | Associate's | 3 |
| Operations Specialist 3 | \$65.49 | Bachelor's | 0 |
| Operations Specialist 2 | \$60.07 | Associate's | 0 |
| Operations Specialist 1 | \$48.84 | No Degree | 0 |



Appendix B: Labor Category Descriptions

| Labor Category Proposed | Functional Responsibilities |
|--------------------------|---|
| Senior Program Manager 4 | Organizes, directs, and manages large complex programs and contract operation support functions, involving multiple inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program cost, schedule, and performance and quality requirements. |
| Senior Program Manager 3 | Organizes, directs, and manages complex programs and contract operation support functions, involving multiple inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the division levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program cost, schedule, and performance and quality requirements. |
| Program Manager 2 | Organizes, directs, and manages programs and contract operation support functions, involving inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface with the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program cost, schedule, and performance and quality requirements. |
| Senior Project Manager 4 | Leads teams on large projects or significant segments of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving the application of technical, cost, schedule, performance, process, methodology, and/or tools. Prepares long and short-range project plans to effectively manage the delivery and quality of services and products. Manages and coordinates all personnel and other resources for successful accomplishment of all assigned tasks |
| Project Manager 3 | Leads teams on projects or significant segments of large projects. Analyzes new and complex project related problems and creates innovative solutions involving the application of technical, cost, schedule, performance, process, methodology, and/or tools. Prepares long and short-range project plans to effectively manage the delivery and quality of services and products. Manages and coordinates all personnel and other resources for successful accomplishment of all assigned tasks |
| Project Manager 2 | Leads teams on projects or segments of large projects. Analyzes project related problems and creates innovative solutions involving the application of technical, cost, schedule, performance, process, methodology, and/or tools. Prepares project plans to effectively manage the delivery and quality of services and products. Manages and coordinates all personnel and other resources for successful accomplishment of all assigned tasks. |



| Labor Category Proposed | Functional Responsibilities |
|-------------------------------|--|
| Project Manager 1 | Leads a team on a project or segment of a larger project. Analyzes project related problems and creates innovative solutions involving the application of technical, cost, schedule, performance, process, methodology, and/or tools. Prepares project plans to effectively manage the delivery and quality of services and products. Manages and coordinates all personnel and other resources for successful accomplishment of all assigned tasks. |
| Senior Technical Specialist 4 | Serves as Subject Matter Expert (SME) possessing in-depth knowledge of a specific technical and/or functional area, including but not limited to financial and business solutions, systems engineering and engineering related services; acquisition management; mission-oriented business services; operations, maintenance and logistics services; and, information technology services. Provides highly technical knowledge and analysis to deliver solutions to complex application, design, integration, and implementation problems that need expert knowledge of the subject matter. Provides SME level support throughout all phases of the acquisition program life cycle (Material Solution Analysis, Technology Development, Engineering and Manufacturing Development, Production and Deployment, Operations and Support). Applies high level principles, methods and expert knowledge of the technology and functional area to specific task order requirements, using advanced scientific principles and methods to solve exceptionally difficult and complex technical problems |
| Senior Technical Specialist 3 | Serves as Technical Expert possessing in-depth knowledge of a specific technical and/or functional area, including but not limited to financial and business solutions, systems engineering and engineering related services; acquisition management; mission-oriented business services; operations, maintenance and logistics services; and, information technology services. Provides technical knowledge and analysis to deliver solutions to complex application, design, integration, and implementation problems that need extensive knowledge of the subject matter. Provides high level support throughout all phases of the acquisition program life cycle (Material Solution Analysis, Technology Development, Engineering and Manufacturing Development, Production and Deployment, Operations and Support). Applies high order principles, methods and expert knowledge of the technology and functional area to specific task order requirements, using advanced scientific principles and methods to solve difficult and complex technical problems |
| Technical Specialist 2 | Serves as Technical Specialist possessing critical knowledge of a specific technical and/or functional area, including but not limited to financial and business solutions, systems engineering and engineering related services; acquisition management; mission-oriented business services; operations, maintenance and logistics services; and, information technology services. Provides technical knowledge and analysis to deliver solutions to application, design, integration, and implementation problems that need specific knowledge of the subject matter. Provides technical support throughout all phases of the acquisition program life cycle (Material Solution Analysis, Technology Development, Engineering and Manufacturing Development, Production and Deployment, Operations and Support). Applies principles, methods and expert knowledge of the technology and functional area to specific task order requirements, using scientific principles and methods to solve difficult complex technical problems |



| Labor Category Proposed | Functional Responsibilities |
|-------------------------|--|
| Technical Specialist 1 | Serves as Technical Specialist possessing specific knowledge of a specific technical and/or functional area, including but not limited to financial and business solutions, systems engineering and engineering related services; acquisition management; mission-oriented business services; operations, maintenance and logistics services; and, information technology services. Provides technical knowledge and analysis to deliver solutions to application, design, integration, and implementation problems that need specific knowledge of the subject matter. Provides technical support throughout all phases of the acquisition program life cycle (Material Solution Analysis, Technology Development, Engineering and Manufacturing Development, Production and Deployment, Operations and Support). Applies principles, methods and knowledge of the technology and functional area to specific task order requirements, using scientific principles and methods to solve difficult technical problems. |
| Senior Analyst 4 | Provides subject matter expert technical and analytical support in the development, coordination and approval of a wide range of program and technical documentation. Leads teams in the analysis of complex requirements, processes, and products throughout the full acquisition life cycle in support of business, information and financial capabilities. Ensures progress and execution through requirements development, program planning, and performance management. Devises or modifies procedures and uses a variety of tools to solve highly complex problems. Provides consultation on complex projects and is considered to be a SME level specialist in all phases of systems analysis. |
| Senior Analyst 3 | Provides expert technical and analytical support in the development, coordination and approval of a wide range of program and technical documentation. Leads the analysis of requirements, processes, and products throughout the full acquisition life cycle in support of business, information and financial capabilities. Ensures progress and execution through requirements development, program planning, and performance management. Devises or modifies procedures and uses a variety of tools to solve complex problems. Provides consultation on complex projects and is considered to be a senior level specialist in all phases of systems analysis. |
| Analyst 2 | Provides technical and analytical support in the development, coordination and approval of a wide range of program and technical documentation. Independently conducts the analysis of requirements, processes, and products throughout the full acquisition life cycle in support of business, information and financial capabilities. Ensures progress and execution through requirements development, program planning, and performance management. Devises or modifies procedures and uses a wide range of tools to solve difficult problems. Provides consultation on complex projects and is considered to be a mid-level specialist in all phases of systems analysis. |



| Labor Category Proposed | Functional Responsibilities |
|-------------------------|--|
| Analyst 1 | Provides technical and analytical support in the development, coordination and approval of a wide range of program and technical documentation. Conduct the analysis of requirements, processes, and products throughout the full acquisition life cycle in support of business, information and financial capabilities. Ensure progress and execution through requirements development, program planning, and performance management. Devises or modifies procedures and uses a variety of tools to solve difficult problems. Provides consultation on projects and is considered to be a specialist in all phases of systems analysis. |
| Operations Specialist 3 | Provides operations, training, functional and/or logistics support and deliverables to organizations responsible for business, acquisition, information technology or logistical products and capabilities. Highly experienced in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, training and training development, logistics, procurement, and/or risk assessment. Leads the planning and execution of projects through their completion. Supervises multi-faceted research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages the work efforts of large project teams (Specialist 3, 2); Performs with moderate degree of latitude for non-reviewed actions and decisions (Specialist 1). |
| Operations Specialist 2 | Provides operations, training, functional and/or logistics support and deliverables to organizations responsible for business, acquisition, information technology or logistical products and capabilities. Highly experienced in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, training and training development, logistics, procurement, and/or risk assessment. Leads the planning and execution of projects through their completion. Supervises multi-faceted research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages the work efforts of large project teams (Specialist 3, 2); Performs with moderate degree of latitude for non-reviewed actions and decisions (Specialist 1). |
| Operations Specialist 1 | Provides operations, training, functional and/or logistics support and deliverables to organizations responsible for business, acquisition, information technology or logistical products and capabilities. Highly experienced in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, training and training development, logistics, procurement, and/or risk assessment. Leads the planning and execution of projects through their completion. Supervises multi-faceted research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages the work efforts of large project teams (Specialist 3, 2). Performs with moderate degree of latitude for non-reviewed actions and decisions (Specialist 1). |



Appendix C: Degree / Experience Equivalency

Education/Experience Equivalence Methodology: D&G recognizes the importance of On the Job Training (OJT) and the following table acts as a general guideline between education and years of relevant work experience:

| Education Level | OJT Experience |
|-------------------|---|
| Associates Degree | 3 years of directly related experience |
| BS/BA Degree | 7 years of directly related experience |
| Advanced Degree | 12 years of directly related experience |

Using the above table, an individual would be qualified for a Senior Program Manager position with a requirement for an Advanced Degree and 10 years' experience, if he/she had a BS Degree and 15 years' experience, as using the above table, 5 more years of experience (12 years minus 7 years) would be equivalent to having an advanced degree.