



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.GSAAdvantage.gov>.

Schedule for - PSS

Federal Supply Group: PSS

Contract Number: GS-00F-133DA

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 28, 2016 – April 27, 2021

Contractor: HIGHLIGHT TECHNOLOGIES, LLC
3050 Chain Bridge Rd Suite 310
Fairfax, VA 22030 2834

Business Size: Small, Disadvantaged, 8(a), Woman Owned Business

Telephone: (703) 795-2278

Web Site: www.highlighttech.com

E-mail: randino@highlighttech.com

Contract Administration: Rebecca Andino

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services

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.

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.

- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic only delivery

-
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:** .75% on orders exceeding \$5 Million
 8. **Prompt payment terms:** Net 30 days
 - 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 over \$2,500
 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), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
 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 (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number:** 808270735
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Labor Categories Pricing

Item	SIN	Awarded Labor Category	Site	Year 1 (04/28/16 – 04/27/17)	Year 2 (04/28/17 – 04/27/18)	Year 3 (04/28/18 – 04/27/19)	Year 4 (04/28/19 – 04/27/20)	Year 5 (04/28/20 – 04/27/21)
1	874-1, 874-7	Administrative Assistant I** (SCA Category - General Clerk I - 01111 - 5th Edition)	Govt	\$25.44	\$25.97	\$26.52	\$27.08	\$27.64
2	874-1, 874-7	Administrative Assistant II** (SCA Category - General Clerk II - 01112 - 5th Edition)	Govt	\$27.73	\$28.31	\$28.91	\$29.51	\$30.13
3	874-1, 874-7	Business Analyst I	Govt	\$54.25	\$55.39	\$56.55	\$57.74	\$58.95
4	874-1, 874-7	Business Analyst II	Govt	\$64.85	\$66.21	\$67.60	\$69.02	\$70.47
5	874-1, 874-7	Business Analyst III	Govt	\$76.32	\$77.92	\$79.55	\$81.23	\$82.93
6	874-1, 874-7	Subject Matter Expert I	Govt	\$79.24	\$80.90	\$82.60	\$84.33	\$86.10
7	874-1, 874-7	Subject Matter Expert II	Govt	\$107.74	\$110.00	\$112.31	\$114.67	\$117.08
8	874-1, 874-7	Subject Matter Expert III	Govt	\$140.62	\$143.57	\$146.58	\$149.66	\$152.81
9	874-1, 874-7	Junior Technical Writer	Govt	\$53.41	\$54.53	\$55.67	\$56.84	\$58.04
10	874-1, 874-7	Project Manager	Govt	\$89.03	\$90.90	\$92.81	\$94.76	\$96.75
11	874-1, 874-7	Program Manager I	Govt	\$94.82	\$96.81	\$98.84	\$100.92	\$103.04

12	874-1, 874-7	Program Manager II	Govt	\$114.23	\$116.63	\$119.08	\$121.58	\$124.13
13	874-1, 874-7	Program Manager III	Govt	\$150.36	\$153.51	\$156.74	\$160.03	\$163.39
14	874-1, 874-7	Program Support I	Govt	\$50.16	\$51.21	\$52.29	\$53.38	\$54.50
15	874-1, 874-7	Program Support II	Govt	\$66.59	\$67.98	\$69.41	\$70.87	\$72.36
16	874-1, 874-7	Program Support III	Govt	\$68.88	\$70.32	\$71.80	\$73.31	\$74.85

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant I	01111 General Clerk I	2005-2103
Administrative Assistant II	01112 General Clerk II	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (***) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Labor Category Descriptions

1. Administrative Assistant I (SCA Category – General Clerk I – 01111)

Major Responsibilities

- > Administrative Assistant will have the skills requisite to perform the functions described in the client's statement of work. Demonstrated proficiency in administrative support. Knowledge of general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set priorities and work under tight deadlines. Familiarity with and possessing an understanding of arithmetic and/or accounting.

Education Requirements

- > High School Diploma or equivalent

Experience Requirements

- > 4 years general office experience handling both administrative and clerical tasks for multiple departmental users

2. Administrative Assistant II (SCA Category – General Clerk II – 01112)

Major Responsibilities

- > Administrative Assistant will have the skills requisite to perform the functions described in the client's statement of work. Demonstrated proficiency in administrative support. Knowledge of

general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set priorities and work under tight deadlines. Familiarity with and possessing an understanding of arithmetic and/or accounting.

Education Requirements

- > High School Diploma or equivalent

Experience Requirements

- > 6 years general office experience handling both administrative and clerical tasks for multiple departmental users

3. Business Analyst I**Major Responsibilities**

- > Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works with supervision on team of analysts using systems, queuing, and internal document handling procedures; works with customer counterparts on analysis requirements and reporting.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > 5 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business)

4. Business Analyst II**Major Responsibilities**

- > Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works with supervision on team of analysts using systems, queuing, and internal document handling procedures; works with customer counterparts on analysis requirements and reporting.

Education Requirements

- > Bachelor's Degree

Experience Requirements

-
- > 7 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business)

5. Business Analyst III

Major Responsibilities

- > Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. The Analyst works independently or under general direction to resolve complex application problems. Coordinates with the Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > 9 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business)

6. Subject Matter Expert I

Major Responsibilities

- > Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a level of specialized expertise is required.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > 5 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments

7. Subject Matter Expert II

Major Responsibilities

- > Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a fairly high level of specialized expertise is required.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > 8 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments

8. Subject Matter Expert III

Major Responsibilities

- > Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a high level of specialized expertise is required.

Education Requirements

- > Master's Degree

Experience Requirements

- > 10 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments

13. Junior Technical Writer

Major Responsibilities

- > Assist technical writers in preparing documents such as technical reports, training manuals, user manuals, implementation guides, and hardware and software specifications under the immediate direction of other technical writers. Researches and collects information from subject matter experts and other sources. Analyzes, interprets, and cross-check information to ensure accuracy. Organizes information, determines optimum method of presentation, and creates content according to plan. Responsible for completeness, accuracy, and overall quality of all content he/she produces.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > Minimum of 2 years of experience

14. Project Manager

Major Responsibilities

- > Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Manages staff, budget, prioritization, and other contractual matters. Responsible for setting and attaining budget, schedule, and performance standards. Monitors and controls expenditures within limitations of project budget. Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. May also serve as the technical lead.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > Minimum of 2 years of professional experience in a technically related function is required.

15. Program Manager I

Major Responsibilities

- > The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor personnel and communicating policies,

purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 2-3 projects.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > Minimum of 5 years' experience. Proven management skills.

16. Program Manager II

Major Responsibilities

- > The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor personnel and communicating policies, purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 4-6 projects.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > Minimum of 8 years' experience. Proven management skills.

17. Program Manager III

Major Responsibilities

- > The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor personnel and communicating policies, purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 7-9 or more projects.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > Minimum of 10 years' experience. Proven management skills.

18. Program Support I**Major Responsibilities**

- > Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office).

Education Requirements

- > High School Diploma or equivalent

Experience Requirements

- > Minimum of 2 years applied experience.

19. Program Support II**Major Responsibilities**

- > Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. Adapts procedures, techniques, tools, materials, and/or equipment to meet special needs and complete a variety of tasks with increasing complexity and reflecting a high degree of variety. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office).

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > Minimum of 4 years applied experience.

20. Program Support III**Major Responsibilities**

- > Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. May act as a resource to less experienced employees. Judgment and initiative may be required in resolving routine problems and making routine recommendations. May be responsible for portions of a larger project. May request information and guide work from lower-level staff. Works under general or minimal supervision. May act independently to plan and accomplish routine assignments. Typically receives general instructions on new assignments. Knowledge of word processing, spreadsheet, presentation and some database programs (such as Microsoft Office). Additional working knowledge of desktop publishing programs.

Education Requirements

- > Bachelor's Degree

Experience Requirements

- > Minimum of 6 years applied experience