Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSAAdvantage!® is: GSAAdvantage.gov

Multiple Award Schedule

Federal Supply Group: Professional Services  
FSC Class:

Contract Number: GS-00F-275DA

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

Contract Period: 09/06/2016 – 09/05/2026

NEXTSTEP TECHNOLOGY, INC.
17485 Monterey Street, Suite
304 Morgan Hill, CA 95037
(866) 950-4488
www.nextsteptech.us

Contract Administrator: Donnica Parker
Email: donnica.parker@nextsteptech.us

Business size: Small

Price list current as of Modification #PS-0012 effective 05/03/2021
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

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

See below.

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.

See below.

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic coverage (delivery area). Domestic

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


7. Quantity discounts. None

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


10a. Time of delivery. To Be Determined at the Task Order level.

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. To Be Determined at the Task Order level.
10c. Overnight and 2-day delivery. To Be Determined at the Task Order level.

11c. Urgent Requirements. To Be Determined at the Task Order level.

11. F.O.B. point(s). Destination


12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). PO Box 175 Morgan Hill CA 95038.


15. Export packing charges, if applicable. Not Applicable.

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable.

17. Terms and conditions of installation (if applicable). Not Applicable.

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable.

18b. Terms and conditions for any other services (if applicable). Not Applicable.

19. List of service and distribution points (if applicable). Not Applicable.

20. List of participating dealers (if applicable). Not Applicable.


22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable.

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable.

23. Unique Entity Identifier (UEI) Number 046535519

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

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>**Administrative Staff III</td>
<td>$76.57</td>
</tr>
<tr>
<td>541611</td>
<td>Business Consultant II</td>
<td>$127.96</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst I</td>
<td>$97.73</td>
</tr>
</tbody>
</table>
NextStep Technology, Inc. Professional Services Price List

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Financial Analyst II</td>
<td>$108.82</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst IV</td>
<td>$127.96</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager</td>
<td>$178.34</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager I</td>
<td>$151.13</td>
</tr>
<tr>
<td>541611</td>
<td>Training Specialist IV</td>
<td>$153.15</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards: 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) per current MAS Solicitation.

Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>SCLS/SCA Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Staff III</strong></td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

Administrative Staff III

Minimum / Experience: Five years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable. Provides direct secretarial support to an assigned manager and may support his/her direct reports. Composes correspondence regarding administrative matters and general office policies for supervisor’s approval. Prepares materials needed for conferences, correspondence, appointments, meetings, telephone calls, etc. Prepares special one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc.

Minimum Education: High School diploma or equivalent experience and training.

Business Consultant II

Minimum / Experience: Two years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Staff professional, expert in a specific domain with general knowledge of other domains. Provides strategic guidance and influences program direction. Recommends large scale information system solutions and assists with business integration across organizational levels. Provides program-level guidance within area of expertise and recommends domain-specific solutions and policies. Evaluates various business models including cost-benefit analysis and return on investment (ROI).

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With at least four years of specialized experience, a degree is not required.

Financial Analyst I

Minimum / Experience: Two years of work experience with the specific requirements
specified by an actual Statement of Work or Statement of Need. Specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.

**Functional Responsibility:** Performs business and financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Evaluates existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** Associate’s degree in Accounting, Finance, Business or other related discipline. With at least four years of specialized experience, a degree is not required.

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### Financial Analyst II

**Minimum / Experience:** Four years of work experience with the specific requirements specified by an actual Statement of Work or Statement of Need. Specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.

**Functional Responsibility:** Performs business and financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Evaluates existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** Associate’s degree in Accounting, Finance, Business or other related discipline. With at least four years of specialized experience, a degree is not required.

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### Financial Analyst IV

**Minimum / Experience:** Eight years of work experience with the specific requirements specified by an actual Statement of Work or Statement of Need. Specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.

**Functional Responsibility:** Performs business and financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Evaluates existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** A Bachelor’s degree in Accounting, Finance, Business or other related
discipline. With at least eight years of specialized experience, a degree is not required.

**Program Manager**

**Minimum / Experience:** Ten years of experience. Experience includes increasing responsibilities in management of large programs.

**Functional Responsibility:** Manages mid-size ($30M - $50M) and small programs (less than $30M) involving multiple projects. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrate communications skills at all levels of management. Serve as the contractor’s authorized interface with the Contracting Officer’s Technical Representative (COTR), government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall contract performance. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Demonstrate capability in the overall management of multi-task contracts of the size, type, and complexity as described in the Task Order.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. With at least 6 years of specialized technical experience, a degree is not required.

**Project Manager I**

**Minimum / Experience:** One year experience as a Project Manager. Experience includes increasing responsibilities in information systems design and management.

**Functional Responsibility:** Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists the Program Manager in working with the government Contracting Officer, the COTR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With at least four years of specialized technical experience, a degree is not required.

**Training Specialist IV**

**Minimum / Experience:** Eight years of experience in the delivery of training instruction and services.
**Functional Responsibility:** Serves as lead instructor in delivering training and/or development programs where the subject matter or process is highly complex in nature. Formulates and provides overall direction for the training/development activities within the task. Works with functional analysts (subject matter experts), vendors, and clients to ensure that scope and depth of training/development activities are current and appropriate to client’s requirements. Develops criteria for evaluating the effectiveness of the activities. Updates course curricula and documentation on a continuous basis to ensure timeliness, relevance, and contractual compliance. Conducts formal classroom courses, workshops, seminars, and computer-based training. Formulates and provides overall direction for the training/development activities within a program. May provide daily supervision and direction to training staff. May provide consulting support on complex tasks.

**Minimum Education:** A Bachelor’s degree from an accredited college or university in education, training, or related field of study. With a Master’s Degree five years’ experience. With PH.D. three year of experience. With at least twelve years of specialized experience, a degree is not required.