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 - Professional Services Schedule (PSS)
Federal Supply Group: PSS   Class: 
Contract Number: GS00F304DA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
Contract Period: September 22, 2016 - September 22, 2021

Contractor: Solution Guidance Corporation
4465 Brookfield Corporate Drive, Ste #102
Chantilly, VA 20151 2107

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

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”.

Telephone: (703) 961-1602
Extension:
FAX Number: (703) 961-1607
Web Site: www.solutionguidance.com
E-mail: kwitmer@solutionguidance.com
Contract Administration: Kelley Witmer

CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1</td>
<td>874-1RC</td>
<td>Integrated Consulting Services</td>
</tr>
<tr>
<td>874-4</td>
<td>874-4RC</td>
<td>Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration</td>
</tr>
<tr>
<td>874-7</td>
<td>874-7RC</td>
<td>Integrated Business Program Support Services</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.

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

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


7. Quantity discounts: None Offered

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:

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: 612948138

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%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Contractor / Customer Facility</th>
<th>GSA Awarded Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>874 1</td>
<td>Business Consultant</td>
<td>Customer Facility</td>
<td>$119.70</td>
</tr>
<tr>
<td>874 1</td>
<td>Senior Business Consultant</td>
<td>Customer Facility</td>
<td>$139.65</td>
</tr>
<tr>
<td>874 4</td>
<td>Trainer (Non-IT Subjects)</td>
<td>Customer Facility</td>
<td>$169.57</td>
</tr>
<tr>
<td>874 7</td>
<td>Program Manager Junior</td>
<td>Customer Facility</td>
<td>$177.27</td>
</tr>
</tbody>
</table>
Solution Guidance Corporation Labor Category Descriptions

Senior Business Consultant

**Minimum Experience:** Position requires at least 10 years of business/technical experience. Requires a minimum of 8 years of directly related experience in the desired subject matter. Must demonstrate an expert level of technical experience in one or more of the following areas: program and project management, contract management, accounting, information technology and security, systems engineering, value engineering, and/or process management. A recognized leader in one or more disciplines. A Bachelor degree can be used in-lieu-of 2 years of experience and a Master’s degree can be used in-lieu-of 4 years of experience.

**Functional Responsibility:** Provides business, technical, and personnel management across a major single project or multiple projects, involving multi-disciplinary and diverse functional activities, subordinate groups of technical and administrative personnel. Performs as a recognized expert requiring a high level of specialized knowledge and experience related to strategic planning, systems alignment, organizational assessment, process improvement, facilitation and related decision support services. Demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Serves as prime point of contact for clients and in-house technical advisor.

**Minimum Education:** BA/BS Accounting, Finance, Computer Sciences, or Business is required. A MBA/MS is desired in the areas of Business Management, Finance, or Computer Sciences. In addition certificates from nationally accredited professional organizations and associations are highly desired but not required, (e.g. Program Management Certification).

Program Manager - Junior

**Minimum Experience:** A minimum of 8 years of experience providing managerial support in the area of architecture/engineering/construction project management; 2-4 years of experience in managing major projects, contracts, funds and resources; experience in project development from conceptual planning to construction completion; hands-on experience and demonstrated ability to provide guidance and supervision to complex management tasks; proven ability to control schedule, resources, deliverables, and project funds.

**Functional Responsibility:** Serves as the point of contact with the ordering agency and responsible for interfacing with the ordering agency for contracting, management, and/or solutions. Formulates and enforces work standards, develops task scheduling, supervises tasks personnel, review deliverables, ensures quality, reviews scope of work, communicates purpose, oversees project goals and objectives.

**Minimum Education:** Bachelor’s degree from an accredited college or university in engineering, science, architecture, or management. Certification(s) from nationally accredited professional organizations and associations. Master’s Degree or MBA is highly encouraged.

Business Consultant

**Minimum Experience:** Requires a minimum of 8 years of experience in the desired subject matter. Must demonstrate work experience in each of the following work areas: program and project management, contract management, accounting, engineering, value engineering, and/or business process management.

**Functional Responsibility:** Delivers portions of larger projects, including services/products/evaluation/modification, data development and analysis. Provides first draft written communications and maintains client interaction. Begins to develop depth in one or two areas of specialization. Investigates, analyzes and resolves routine and non-routine problems in selected functional areas. Assesses, gathers and evaluates client capabilities and needs. Performs benchmark needs analysis and requirements definitions. Assists with services/products/technical solutions and architecture design.
**Minimum Education:** Requires a Bachelor’s degree from an accredited college or university in engineering, science, architecture, or construction management. A Master’s degree in related field is highly desired, but not required. Training and certification(s) from nationally accredited professional organizations and associations (i.e. PMP) are highly desired but not required.

**Trainer**

**Minimum Experience:** A minimum of 5 years of experience in the area of adult education or subject matter being taught is required. Experience in the architecture/engineering/construction industry is preferred. Experience with Instructional Systems Design (ISD) method of classroom and course design is desired. Experience in the development of Classroom Instructional Aids is also desired.

**Functional Responsibility:** Develops and delivers educational services to groups and individuals in both live and virtual environments. Utilizes adult learning best practices and techniques to develop training manuals, quick reference guides, learning videos, etc. Delivers role based, hands-on training via classroom, virtual meeting, or one on one desk side assistance. Must have excellent presentation and verbal communication skills.

**Minimum Education:** A Bachelor’s degree from an accredited college or university in education or equivalent experience is required. A recent classroom teaching license is desired. Substitute for a Bachelor’s degree is 5-8 years’ experience working in the area of adult education or Subject Matter Expertise in the area the session/lessons are being taught.

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (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 CRF 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.