Multiple Award Schedule (MAS)

Federal Supply Group: Professional Services

Contract No. GS-00F-380GA
Contract Period: 11 September 2017 – 10 September 2022

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

Price list current as of Modification # A812 effective date of Mod 02/05/2020

Contractor: GranD GrounD EnterprisE, LLC
dba Advisory Technical Consultants
3218 Theodore R. Hagans Dr NE
Washington, DC 20018

Business Size: Small, Disadvantaged, 8(a), HUBZone, SDVOSB
Telephone: (202) 556-3651
Fax Number: (202) 380-9094
Website: www.atc-specialist.com
E-mail: marlon.christie@grandgroundenterprise.com
Contact: Marlon Christie

CUSTOMER INFORMATION:

1a. AWARDED SPECIAL ITEM NUMBERS (SINS):
541611- Management and Financial Consulting, Acquisition and Grants
Management Support, and Business Program and
OLM – Order-Level Materials (OLM)
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.

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years Exp.</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Executive Consultant</td>
<td>Masters</td>
<td>10</td>
<td>$205.91</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Consultant</td>
<td>Masters</td>
<td>8</td>
<td>$149.92</td>
</tr>
<tr>
<td>541611</td>
<td>Management Consultant</td>
<td>Bachelors</td>
<td>5</td>
<td>$124.94</td>
</tr>
<tr>
<td>541611</td>
<td>Associate Management Consultant</td>
<td>Bachelors</td>
<td>2</td>
<td>$99.94</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant</td>
<td>Bachelors</td>
<td>6</td>
<td>$87.47</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Technician</td>
<td>Associates</td>
<td>0</td>
<td>$53.89</td>
</tr>
<tr>
<td>541611</td>
<td>Executive Management Consultant I</td>
<td>Masters</td>
<td>10</td>
<td>$351.41</td>
</tr>
<tr>
<td>541611</td>
<td>Executive Management Consultant II</td>
<td>Masters</td>
<td>15</td>
<td>$395.05</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager</td>
<td>Bachelors</td>
<td>12</td>
<td>$278.19</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Consultant I</td>
<td>Bachelors</td>
<td>7</td>
<td>$134.80</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Consultant II</td>
<td>Masters</td>
<td>10</td>
<td>$214.31</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant I</td>
<td>Bachelors</td>
<td>2</td>
<td>$106.16</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant II</td>
<td>Bachelors</td>
<td>3</td>
<td>$123.64</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant III</td>
<td>Bachelors</td>
<td>5</td>
<td>$147.53</td>
</tr>
<tr>
<td>541611</td>
<td>Researcher/Analyst</td>
<td>Bachelors</td>
<td>2</td>
<td>$106.16</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Support</td>
<td>Bachelors</td>
<td>0</td>
<td>$76.49</td>
</tr>
<tr>
<td>541611</td>
<td>Graphic Artist</td>
<td>Bachelors</td>
<td>5</td>
<td>$86.41</td>
</tr>
<tr>
<td>541611</td>
<td>Technical Writer</td>
<td>Bachelors</td>
<td>2</td>
<td>$85.31</td>
</tr>
</tbody>
</table>
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. Hourly rates “are applicable” for this item as reflected in Section 1b.

2. Maximum order. $1,000,000.00

3. Minimum order. $100.00

4. Geographic coverage (delivery area). **Worldwide**

5. Point(s) of production (city, county, and State or foreign country). **Not applicable**

6. Discount from list, prices or statement of net price. **Government net prices (discounts already deducted).**

7. Quantity discounts. **1% discount on all single orders exceeding $150,000, 1.5% discount on all single orders exceeding $300,000, 2% discount on all single orders exceeding $500,000.**

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 days**

9. Foreign items (list items by country of origin) **Not applicable**

10a. Time of delivery. **Not applicable**

10b. 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 lists that have expedited delivery. **Not applicable**
10c. 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. **Not applicable**

10d. Urgent Requirements. The Contractor will note in its price list the Urgent Requirements” clause of its contract and advice agencies that they can also contact the Contractor’s representative to affect a faster delivery.

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

12a. Ordering address(es). **Same as Contractor**

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

13. Payment address(es) **Same as company address**

14. Warranty provision. **Not applicable**

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

16. Terms and conditions of rental, maintenance, and repair (if applicable) **N/A**

17. Terms and conditions of installation (if applicable). **N/A**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**

18b. Terms and conditions for any other services (if applicable) **N/A**

19. List of service and distribution points (if applicable). **N/A**
20. List of participating dealers (if applicable). N/A

21. Preventive maintenance (if applicable). N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) N/A

22b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and full details can be found on contractor website (www.atc-specialist.com). The EIT standards can be found at www.Section508.gov/.

23. Data Universal Number System (DUNS) number. 078630298

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

**SCA Eligible Labor Categories**

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category/Service**</th>
<th>SCA Equivalent Code &amp; Title</th>
<th>Applicable Wage Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>Word Processor 01611</td>
<td>2015-4282</td>
</tr>
<tr>
<td>Administrative Technician</td>
<td>Administrative Assistant 01020</td>
<td>2015-4282</td>
</tr>
<tr>
<td>Research Analyst</td>
<td>Word Processor 01613</td>
<td>2015-4282</td>
</tr>
</tbody>
</table>

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).
LABOR CATEGORY DESCRIPTIONS

Executive Consultant
Serves as advisor to the customer's executives and program or project managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions, and complex acquisition management assignments. These might include competitive sourcing support (OMB Circular A-76), strategic sourcing or privatization studies, agency acquisition policy development, and a broad range of consultative assistance to senior procurement officials and political executives of the customer agency. Provides options for developing organizational and procedural strategies, acquisition management strategies for implementing new programs/business functions and processes, such as those resulting from the American Recovery and Reinvestment Act of 2009. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, acquisitions, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of acquisition management, systems management and business process improvement from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions.

Experience:
Minimum ten (10) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, business process improvement for control of
budget, schedule, and task execution, and personnel management and supervision related with the tasks in the customer's order.

**Minimum Education:**
M.S./M.A. Two (2) years of experience is equivalent to one (1) year of education (i.e. twelve (12) years of experience is equivalent to a Master's degree).

**Senior Consultant**
Serves as Project Manager and provides lead specialty expertise for specific projects and acquisition management assignments. Provides technical support in one or more specific complex areas associated with acquisition management, project execution, interoperability, or integration of tasks related to business process improvement, reinvention and re-engineering of client operations. Such assignments might include analysis of cost and pricing data, management of contractors’ quality assurance surveillance plans, assistance in proposal evaluation, and advisory and assistance in preparing for contract negotiations. Performs technical lead management responsibilities for technical areas of assigned projects. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in assigned acquisition management projects and quality and process improvement projects. Responsible for liaison with client senior staff.

**Experience:**
Minimum eight (8) years of experience including supervisory or management experience. Two (2) years of experience must be in project management duties. Specific experience areas include requirements definition: work planning, control of budget, schedule and task execution, and personnel management and supervision related with the tasks in the customer's order.

**Minimum Education:**
M.S./M.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. twelve (12) years of experience is equivalent to a Master's degree).

Management Consultant
Specialist that has broad knowledge in multiple aspects of intermediate acquisition processes, planning and/or program integration related to business process improvement. This individual possesses broad knowledge in one or more relevant areas of acquisition management, such as preparation of solicitations, reviewing contractor performance reports and investigating contract discrepancies, and may possess specialized knowledge in one or more acquisition management areas, e.g., technical proposal analysis. Capable of working alone, with little or no supervision or oversight, on specific tasks associated with the implementation of specific aspects of improving, reinventing or re-engineering functions for a complex projects and is capable of providing limited guidance or supervision specialists in highly complex projects.

Experience:
Minimum five (5) years of experience related with the tasks in the customer's order.

Minimum Education:
B.S./B.A. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).

Associate Management Consultant
Has knowledge in one or more aspects of intermediate acquisition processes, plan or project integration related to business process improvement. This individual possesses broad knowledge in one or more specific areas and possesses specialized knowledge relevant to the assigned project, to include intermediate areas of Federal acquisition management, such as development of synopses of proposed
procurements, development of procurement strategies, and development of contract modifications. Capable of working with minimal supervision on specific tasks associated with the implementation of specific aspects of plan or project implementation.

**Experience:**
Minimum two (2) years of experience related with the tasks in the customer's order.

**Minimum Education:**
B.S./B.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).

**Consultant**
Has knowledge in one or more aspects of plan or project integration related to business process improvement and basic acquisition processes. This individual possesses broad knowledge in one or more specific areas and possesses specialized knowledge relevant to the assigned project, to include basic areas of Federal acquisition management, such as preparation of statements of work, market research, and contract administration and close-out. Capable of working with regular supervision on specific tasks associated with the implementation of specific aspects of plan or project and assigned acquisitions duties.

**Experience:**
Minimum six (6) months of experience related with the tasks in the customer's order.

**Minimum Education:**
B.S./B.A. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).
**Administrative Technician – Secretary III - 01313**

Provides administrative support in the following areas: calendar support, general clerical, property records, time reporting, obtaining office supplies, conference support, general clerical, and assistance with correspondence and briefing materials. Also prepares procurement-related documents in accordance with format and procedures that may be prescribed by the Federal Acquisition Regulation or customer agency regulations or procedures. (Administrative tasks are performed, not as overhead, but in direct support of client project related to business process improvement, reinvention or re-engineering efforts.)

**Experience:**
Minimum six (6) months experience in administrative processes and services, to include use of standard office computer software applications.

**Minimum Education:**
A.A or AS Degree, High School diploma, or GED. Two (2) years of experience in employment, trade school, vocational school, or military service in administrative support work may be substituted for the A.A./A.S. degree requirement.

**Administrative Support – Word Processor – 01611**

Individual will perform diverse secretarial and administrative duties
Knowledge of computer based documentation and presentation techniques, technical typing and word processing.

**Experience:**
Minimum zero (0) years of experience related with the tasks in the customer’s order.

**Minimum Education:**
Bachelors Degree or equivalent
**Researcher/ Analyst – Word Processor III - 01613**

Individual will perform research and analytical tasks in support of an ongoing project
knowledge of computer based documentation and presentation techniques, spreadsheet, and word processing.

**Experience:**
Minimum two (2) years of experience related to performing research and analytical tasks.

**Minimum Education:**
Bachelors Degree or equivalent in Accounting, Finance, Management or Business

**Consultant I**

Interface with client on day-to-day basis support the completion of project specific tasks within estimated timeframes and budgets.

**Experience:**
Minimum two (2) years of experience related to interfacing with clients and timely completion of project related tasks.

**Minimum Education:**
Bachelors Degree or equivalent in Accounting, Finance, Management or Business

**Consultant II**

Interface with client on day-to-day basis supporting the completion of project specific tasks within estimated timeframes and budgets.
Individual will have specific experience in one or more of the following areas: facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, and
organizational development. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects.

**Experience:**
Minimum three (3) years of experience related to interfacing with clients, timely completion of project related tasks, training support and process improvement.

**Minimum Education:**
Bachelors or Master’s Degree or equivalent in Accounting, Finance, Management or Business

**Consultant III**
Interface with client on day-to-day basis supporting the completion of project specific tasks within estimated timeframes and budgets.
Individual will have specific experience in one or more of the following areas: facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, and organizational development. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects.

**Experience:**
Minimum five (5) years of experience related to interfacing with clients, timely completion of project related tasks, training support and process improvement.

**Minimum Education:**
Bachelors or Master’s Degree or equivalent in Accounting, Finance, Management or Business
**Senior Consultant I**

Directs the completion of a project within estimated timeframes and budgets. Manage day to day activities and review work product for completeness and accuracy for customer requirements. Individual will have specific experience in the following areas: facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, and organizational development. People in this category routinely work effectively as advisors and influencers at middle levels of management in a broad array of organizations.

**Experience:**
Minimum seven (7) years of experience related to project management, timely completion of project related tasks, training support, process improvement, identifying and implementing best practices and serving effectively as an advisor.

**Minimum Education:**
Bachelors or Master’s Degree or equivalent in Accounting, Finance, Management or Business

---

**Senior Consultant II**

Manages tasks or contracts for a single customer and is responsible for technical, management, and cost performance. Individual will have specific experience in the following areas: facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, and organizational development. People in this category routinely work effectively as advisors and influencers at middle and upper levels of management in a broad array of organizations.

**Experience:**
Minimum ten (10) years of experience related to managing tasks and contracts, overseeing technical, management and cost performance, training support, process improvement, identifying and implementing best practices and serving effectively as an advisor.

**Minimum Education:**
Master’s Degree or PhD or equivalent in Accounting, Finance or Management

**Executive Management Consultant I**
Manages tasks or contracts for a single customer and is responsible for technical, management, and cost performance. Serves as a senior advisor to customer's executive management team in a variety of capacities. Recognized as a thought leader in consulting, facilitation, and/or training. Highly regarded as intellectual and practice leaders, through publications, speeches, or other leadership vehicles.

**Experience:**
Minimum ten (10) years of experience related to managing tasks and contracts, overseeing technical, management and cost performance, training support, process improvement, identifying and implementing best practices and serving effectively as a senior advisor.

**Minimum Education:**
Master’s Degree or PhD or equivalent in Accounting, Finance, Management or Business

**Executive Management Consultant II**
Manages tasks or contracts for a single customer and is responsible for technical, management, and cost performance. Serves as a senior advisor to customer's executive management team in a variety of capacities. Recognized as a thought leader in consulting, facilitation, and/or training.
Highly regarded as an intellectual and practice leader, through publications, speeches, or other leadership vehicles.

**Experience:**
Minimum fifteen (15) years of experience related to managing tasks and contracts, overseeing technical, management and cost performance, training support, process improvement, identifying and implementing best practices and serving effectively as a senior advisor.

**Minimum Education:**
Master’s Degree or PhD or equivalent in Accounting, Finance, Management or Business

---

**Program Manager**
This individual will direct, plan, organize, control and manage the project/program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Must be able to manage multiple concurrent analysis and development tasks in projects, serve as point of contact with the Contracting Officers Representative or Task Monitor, formulate and enforce work standards, develop schedules, review work discrepancies and communicate policies, purposes and goals of the organization, and manage and control funds and resources.

**Experience:**
Minimum twelve (12) years of experience related to project management, overseeing all aspects of project tasks and ensuring contractual obligations are fulfilled on schedule while adhering to established project budget.

**Minimum Education:**
Bachelors or Master’s Degree or equivalent in Accounting, Finance, Management or Business
Graphic Artist
Experience in providing business graphics, process flow diagrams, etc., for use in management/business presentations. Skilled in translating complex ideas into easy-to-understand business and management graphics. Expert in enhancing management studies, business process reviews, etc., by adding charts, tables, business process flow diagrams, and other graphics essential to the reader's understanding of the message.

**Experience:**
Minimum five (5) years of experience related to graphics design.

**Minimum Education:**
Bachelors Degree or equivalent.

Technical Writer
Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

**Experience:** Minimum two (2) years of experience related to identified tasks.

**Minimum Education:**
Associates Degree