Dextera Corporation

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Dextera Corporation, a woman-owned 8(a) Small Disadvantaged Business (SDB), provides quality professional services to Government customers and contractors. Incorporated in Virginia, Dextera is a leading provider of program management for records, document, quality assurance, and industrial facilities management.

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

Federal Supply Schedule Price List

Schedule: Professional Service Schedule (PSS)

Mission Oriented Business Integrated Services (MOBIS)

874-1 Consulting Services

874-6 Acquisition Management Support

874-7 Program and Project Management Services

GSA Contract #GS-02F-0061X

Pricelist current through Modification #PO-0016 dated March 3, 2016

Contract Period: January 4, 2016– January 3, 2021

DEXTERA CORPORATION

GSA Contract Holder

Customer Information

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

874-1 Consulting Services; 874-2 Facilitation Services; 874-3 Survey Services; 874-6 Acquisition Management Support; 874-7 Program and Project Management 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. N/A

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. Please see GSA Pricing Table and Labor Category descriptions provided below.

2. Maximum order. $1,000,000

3. Minimum order. $100

4. Geographic coverage (delivery area). Domestic US delivery only.

5. Point(s) of production (city, county, and State or foreign country). N/A

6. Discount from list prices or statement of net price. Discounts already deducted from Price List. See below.

7. Quantity discounts. None offered.

8. Prompt payment terms. Net 30 days.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Will accept over $3,000 micro purchase threshold

10. Foreign items (list items by country of origin). None

11a. Time of delivery. (Contractor insert number of days.) Task order specific.

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. Contact Contractor

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

13a. Ordering address(es). Same as company address.

13b. 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.

14. Payment address(es). Same as company address.

15. Warranty provision. N/A

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. Special attributes such as 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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number. 557573891

26. Notification regarding registration in SAM database. Updated

DEXTERA CORPORATION

GSA Contract Holder

GSA PriceList

Labor Category	2016	2017	2018	2019	2020
Administrative Assistant	$ 57.28	$ 58.68	$ 60.12	$ 61.59	$ 63.10
Analyst	$ 68.60	$ 70.28	$ 72.00	$ 73.76	$ 75.57
Business Analyst	$ 76.61	$ 78.49	$ 80.41	$ 82.38	$ 84.40
Consultant	$ 108.31	$ 110.97	$ 113.68	$ 116.47	$ 119.32
General Clerk II	$ 29.60	$ 30.33	$ 31.07	$ 31.83	$ 32.61
General Clerk III	$ 34.28	$ 35.12	$ 35.98	$ 36.86	$ 37.77
Instructional Designer	$ 76.61	$ 78.49	$ 80.41	$ 82.38	$ 84.40
IT Specialist	$ 76.61	$ 78.49	$ 80.41	$ 82.38	$ 84.40
Junior Analyst	$ 57.16	$ 58.56	$ 59.99	$ 61.46	$ 62.97
Management Consultant	$ 118.94	$ 121.86	$ 124.84	$ 127.90	$ 131.04
Policy Analyst	$ 88.70	$ 90.87	$ 93.10	$ 95.38	$ 97.71
Procurement Specialist	$ 76.39	$ 78.26	$ 80.17	$ 82.14	$ 84.15
Production Control Clerk	$ 44.33	$ 45.42	$ 46.53	$ 47.67	$ 48.84
Program Manager	$ 132.19	$ 135.42	$ 138.74	$ 142.14	$ 145.62
Project Manager	$ 102.73	$ 105.24	$ 107.82	$ 110.46	$ 113.17
Quality Analyst	$ 76.61	$ 78.49	$ 80.41	$ 82.38	$ 84.40
Quality Data Collector	$ 46.93	$ 48.08	$ 49.26	$ 50.46	$ 51.70
Quality Manager	$ 100.67	$ 103.14	$ 105.67	$ 108.26	$ 110.91
Records Analyst	$ 67.03	$ 68.67	$ 70.35	$ 72.08	$ 73.84
Records Clerk	$ 46.92	$ 48.07	$ 49.25	$ 50.45	$ 51.69
Records Manager	$ 88.70	$ 90.87	$ 93.10	$ 95.38	$ 97.71
Secretary III	$ 46.10	$ 47.23	$ 48.39	$ 49.57	$ 50.79
Senior Procurement Specialist	$ 108.31	$ 110.97	$ 113.68	$ 116.47	$ 119.32
Subject Matter Expert	$ 137.70	$ 141.07	$ 144.53	$ 148.07	$ 151.70
Technical Writer	$ 60.02	$ 61.49	$ 62.99	$ 64.54	$ 66.12
Trainer	$ 76.61	$ 78.49	$ 80.41	$ 82.38	$ 84.40

Labor Categories

Administrative Assistant

Position Description: This position will provide administrative support to executive staff with office and program management responsibilities to include budgeting, personnel records, and time and attendance reporting. Additional duties include: providing front desk coverage; scheduling appointments, making travel arrangements; maintaining visitor logs; assisting with time and attendance; composing correspondence; preparing materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc.; reading publications, regulations, and directives and referring for appropriate action; and preparing special reports, summaries, or replies to inquiries. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Education Requirements:

HS diploma Plus Specific Experience > 3 years

Analyst

Position Description: Works under general direction on complex business or technical projects. Responsible for conducting needs assessment, documenting requirements, information collection and identification of alternative methods. Coordinates with the Program Manager and Project Lead to ensure problem solution and user satisfaction. Supports project activities including, but not limited to strategic planning, training development, problem solving, quality management, financial analysis, and business process reengineering. Duties include specification writing, presentation preparation, technical report creation, and other associated documents.

Education Requirements:

BS/BA Plus Specific Experience > 4 years
MS/MA Plus Specific Experience > 1 year

Business Analyst

Position Description: The Business Analyst supports the business management functions of client organizations. Conducts business and financial analysis including feasibility studies, economic analysis, cost-benefit studies, post implementation studies associated with regulatory business compliance. Assists with business process identification and business process improvement activities. Presents findings through the development of briefings, presentations, standard reports, and post-implementation evaluations. Performs systematic reviews of selected functions to determine application and design against defined requirements.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

Consultant

Position Description: Consults with clients to regarding business processes and identifies needs or problems. Advises on developing business process improvements and how to develop solutions and procedures to improve departmental policies or work flow. Oversees the analysis of program goals and resource requirements. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

General Clerk II

Position Description: This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Education Requirements:
Entry level position. HS diploma.

General Clerk III
Position Description: This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

Education Requirements:
HS diploma Plus Specific Experience > 2 years

Instructional Designer

Position Description: The Instructional Designer uses current and emerging technology to develop training material on a given subject matter. Provides technical leadership on complex projects. Plans, develops, and organizes systems and programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

Education Requirements:
BS/BA Plus Specific Experience > 5 years
MS/MA Plus Specific Experience > 3 years

IT Specialist

Position Description: Under general direction, formulates Information Technology recommendations and computing process improvements. Devises procedures to solve complex problems using computer equipment capacity and limitations, operating time, and form of desired results. Works from a list of detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of application and multimedia systems analysis and programming activities. May be responsible for completion of a project phase. Regularly provides guidance and training to less experienced analysts/programmers.

Education Requirements:
BS/BA Plus Specific Experience > 6 years
MS/MA Plus Specific Experience 3 Years

Junior Analyst

Responsibilities: The junior analyst performs project administrative duties include project support activities such as meeting coordination, preparation and publication of meeting minutes and fulfilling miscellaneous daily correspondence requirements of the project team. Additional duties may include making of travel arrangements for project related travel and filing associated documentation. May compile and type reports, letters, memos, proposals manuals and cost estimates form draft format and shall have capability to integrate graphics and text into cohesive complete finished documents. Skills include preparation of documents with proper spelling, punctuation, compo position and format. Utilizing relevant data the administrative specialist shall maintain an indexed file system of the full range of technical and non-technical material. Skill shall include a proficient knowledge of computer, printer and plotter operation.

Education Requirements:
High School Plus Specific Experience > 3 years
AS Plus Specific Experience > 1 year

Management Consultant

Position Description: Consults with clients to define needs or problems. Conducts analyses of current operational policies, procedures, and processes. May specialize in administration, management, communications or other requirements of the organization. Advises on administrative assignments and on how to develop solutions and procedures to improve departmental policies or work flow. Oversees the analysis of program goals and resource requirements. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Education Requirements:
Management Consultant
BS/BA Plus Specific Experience > 8 years
MS/MA Plus Specific Experience > 5 years

Policy Analyst

Position Description: The Policy Analyst supports the policy development and policy decision making through the review of statutory and regulatory compliance issues on a specific topic. Conducts policy analysis in preparation for policy development and provides business recommendations for policy changes. Presents findings through the development of briefings, presentations, and standard reports.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

Procurement Specialist

Position Description: Procurement Specialists work independently to support customer procurement activities. This knowledge of the Federal Acquisition Regulation (FAR), agency specific regulations, and have current and demonstrated experience with acquisition streamlining initiatives and reforms. Has knowledge agency acquisition approaches to include full and open competition; cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and are able to formulate the appropriate documentation for the various approaches. Will have experience supporting all life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning,

solicitation, source selection and award), and post award contract administration, as well as contract problem identification, analysis and resolution.

Education Requirements:
BS/BA Plus Specific Experience > 5 years
MS/MA Plus Specific Experience > 2 years

Production Control Clerk

Position Description: This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

Education Requirements:
Associate Degree Plus Specific Experience > 2 years
HS diploma Plus Specific Experience > 4 years

Program Manager

Position Description: Responsible for managing the technical and business aspects of large and/or multi-disciplined projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for managing performance requirements, cost, schedule and quality of multiple projects. Coordinates the technical and business aspects of projects with client personnel to ensure priorities are established and objectives are met. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purpose, and goals of the organization to subordinates.

Education Requirements:
BS/BA Plus Specific Experience > 10 years
MS/MA Plus Specific Experience > 7 years

Project Manager

Position Description: Responsible for managing the technical and business aspects projects of a single discipline projects. In addition to having the technical experience and qualifications in the respective field, the project manager must possess skills in project management including budget control, schedule control and resource allocation. Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. Coordinates all technical and business aspects of the project including client interface, presentations – both technical and executive presentations- and coordinate all external (client and subcontractors) as well as internal functional requirements for the project.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

Quality Analyst

Position Description: Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures. Develops and defines major and minor characteristics of quality including quality metrics. Conducts and/or participates in formal and informal reviews at pre-determined points through the development or project life cycle.

Education Requirements:
BS/BA Plus Specific Experience > 5years
MS/MA Plus Specific Experience > 3 year

Quality Data Collector

Position Description: Follows established quality control collection methodologies to ensure compliance with quality assurance standards, guidelines and procedures. Conducts and/or participates in formal and informal reviews at pre-determined points through the development or project life cycle.

Education Requirements:
High School Plus Specific Experience > 3 years
AS Plus Specific Experience > 1 year

Quality Manager

Position Description: Responsible for the overall implementation of quality management systems for client organizations. Consults with clients to conduct quality needs analysis and define quality control, quality assurance and quality improvement activities. Conducts analyses of current operational policies, procedures, and processes. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

Records Analyst

Position Description: The records analyst manages all aspects of an agency records management program. Must have experience in all phases of disposition per Federal regulations and guideline, including maintaining and scheduling records, retiring records to Federal Records Centers and transferring records to the National Archives. Assists with records schedule development, has experience in records review, records inventories, developing vital records schedules, and evaluation of existing records management procedures.

Education Requirements:
BS/BA Plus Specific Experience > 5years
MS/MA Plus Specific Experience > 2 years

Records Clerk

Position Description: Has experience with records inventory and records disposition. Provides administrative level support for records movement and tracking and according to agency policy and procedure. Assists in records management life cycle activities including file creation, file room management activities, and file disposition. Assist with records review, records inventories, and evaluation of existing records management procedures.

Education Requirements:
High School Plus Specific Experience > 3 years
AS Plus Specific Experience > 1 year

Records Manager

Position Description: Establishes records management policies and procedures, provides records management training, and conducts records audits. Develops work plans, and leads teams of records analysts in the preparation of file audits and records schedules. Has experience managing all aspects of the records management life cycle and is expert at making Federal records disposition decisions. Understands and applies General Records Schedules and Agency Records Schedule authorities as necessary. Prepares agency records utilization reports and coordinates with records officers, records liaisons, and agency archivists. Performs the research and develops records disposition authorities.

Education Requirements:
BS/BA Plus Specific Experience > 6 year
MS/MA Plus Specific Experience > 3 years

Secretary III

Position Description: This position provides principal secretarial support in for mid-level managers. Typical duties include: scheduling appointments, making travel arrangements; maintaining visitor logs; assisting with time and attendance; composing correspondence; preparing materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc.; reading publications, regulations, and directives and referring for appropriate action; preparing special reports, summaries, or replies to inquiries; and advising secretaries of subordinate offices of new policies, directives, etc. The Secretary III uses judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations.

Education Requirements:
HS diploma Plus Specific Experience >1 year

Senior Procurement Specialist

Position Description: The Senior Procurement Specialist will have experience leading and managing other acquisition professionals, and has demonstrated good organization skills and excellent communications skills. This position requires expert knowledge of the Federal Acquisition Regulation (FAR), agency specific regulations, and have current and demonstrated experience with acquisition streamlining initiatives and reforms. Has knowledge agency acquisition approaches to include full and open competition; cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and are able to formulate the appropriate documentation for the various approaches. Will have experience supporting all life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, source selection and award), and post award contract administration, as well as contract problem identification, analysis and resolution.

Education Requirements:
BS/BA Plus Specific Experience > 7 years
MS/MA Plus Specific Experience > 4 years

Subject Matter Expert

Position Description: The Subject Matter Expert provides advice and/or expertise in support of a highly specialized functional or technical area. Consults with clients in a specific technical and/or functional guidance, drawing upon detailed expert knowledge of a specific area or function. May perform elaborate analyses and studies and develop strategic initiatives and benchmarks to measure performance. Develops executive level reports and makes presentations to management personnel and client representatives.

Education Requirements:
BS/BA Plus Specific Experience > 15 years
MS/MA Plus Specific Experience > 12 years

Technical Writer

Position Description: The technical writer position shall have experience in developing user manuals and technical specifications. The experience shall include the formatting of specifications and technical documents in a clear and consistent manner. A specification writer shall have the ability to create original documents, specification or reports and/or review, critique and revise existing documents as required. The technical writer shall possess organizational, written communication and technical "jargon" familiarity skills to be able to efficiently and accurately provide assistance to the project team. The technical writer shall have computer and software capabilities, such as desktop publishing and presentation software to effectively complete assign tasks. Duties include specification writing, presentation preparation, technical report and narrative generation and other associated documents.

Education Requirements:
High School Plus Specific Experience > 5years
BS/BA Plus Specific Experience > 3 year
MS/MA Plus Specific Experience No experience

Trainer

Position Description: Plans, develops, and organizes programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure the effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

Education Requirements:

BS/BA Plus Specific Experience > 5 years

MS/MA Plus Specific Experience > 3 year