

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

*On-line access to contract ordering information, terms and conditions accepted by the Government 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 for GSA Advantage! is <http://www.gsaadvantage.gov>*

**PROFESSIONAL SERVICES SCHEDULE (PSS)  
MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)  
FSC GROUP 874**



Tysons Metro Center III  
8281 Greensboro Drive, Suite 250  
Tysons, VA 22102  
703.579-6464, ext. 104 (p)  
703.373.5090 (f)  
contracts@insigniafederal.com  
www.insigniafederal.com

**CONTRACT NO. GS-02F-0188X**

*For more information on ordering from Federal Supply Schedules, click on the FSS Schedule button at <http://www.fss.gsa.gov>*

**CONTRACT PERIOD: 6/15/2011 – 6/14/2021**

*Business Size: 8(a) certified, disadvantaged, minority, woman owned small business*



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## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Numbers (SINs):**

- 874-1 Integrated Consulting Services
- 874-4 Training Services (Instructor led training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships)
- 874-6 Acquisition Management Support
- 874-7 Integrated Business Program Support Services

**1b. Identification of Lowest Priced Model and Lowest Price:**

See Attachment A – Hourly Labor Rates

**1c. Labor Category Descriptions:**

See Attachment B – Labor Category Descriptions

**2. Maximum Order:**

\$1,000,000

**3. Minimum Order:**

\$300

**4. Geographic Coverage (delivery area):**

Domestic/Overseas

**5. Point(s) of Production (city, county and State or foreign country):**

Not Applicable

**6. Discount from list price:**

All prices shown herein are Net

**7. Quantity Discounts:**

Not Applicable

**8. Prompt Payment Terms:**

Net 30 days

**9a. Government purchase cards at or below the micro-purchase threshold:**

Purchase cards *are* accepted at or below the micro-purchase threshold

**9b. Government purchase cards above the micro-purchase threshold:**

Purchase cards *are not* accepted at or above the micro-purchase threshold

**10. Foreign Items:**

Not Applicable

**11a. Time of Delivery:**

To be negotiated with the ordering agency on a task order basis

**11b. Expedited Delivery:**

To be negotiated with the ordering agency on a task order basis

**11c. Overnight and 2-day Delivery:**

To be negotiated with the ordering agency on a task order basis

**11d. Urgent Requirements:**

To be negotiated with the ordering agency on a task order basis

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**12. FOB Point(s):**

Destination

**13a. Ordering Address(s):**

Insignia Federal Group, LLC  
Tysons Metro Center III  
8281 Greensboro Drive  
Suite 250  
Tysons, VA 22102

**13b. Ordering Procedures:**

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

**14. Payment Address:**

Insignia Federal Group, LLC  
Tysons Metrol Center III  
8281 Greensboro Drive  
Suite 250  
Tysons, VA 22102

**15. Warranty Provision:**

Standard Insignia commercial warranty

**16. Export packing charges, if applicable:**

Not Applicable

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**

Not Applicable

**18. Terms and conditions of rental, maintenance, and repair (if applicable):**

Not Applicable

**19. Terms and conditions of installation (if applicable):**

Not Applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):**

Not Applicable

**21. List of service and distribution points (if applicable):**

Not Applicable

**22. List of participating dealers (if applicable):**

Not Applicable

**23. Preventive Maintenance (if applicable):**

Not Applicable

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficient, and/or reduced pollutants):**

Not Applicable

**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., contract's website or other location). The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov):**

Not Applicable

**25. Data Universal Number System (DUNS) Number:**

962538133

**26. Notification regarding registration in the Central Contractor Registration (CCR) database:**

Insignia Federal Group, LLC is registered in the CCR

## ATTACHMENT A: HOURLY LABOR RATES

Service/Labor Category	Year 6 Rate 6/15/16-6/14/17	Year 7 Rate 6/15/17-6/14/18	Year 8 Rate 6/15/18-6/14/19	Year 9 Rate 6/15/19-6/14/20	Year 10 Rate 6/15/20-6/14/21
Program Asst - Level 1	\$35.15	\$36.38	\$37.65	\$38.97	\$40.34
Program Asst - Level 2	\$43.94	\$45.48	\$47.07	\$48.72	\$50.42
Program Asst - Level 3	\$54.92	\$56.84	\$58.83	\$60.89	\$63.02
Staff Consultant - Level 1	\$65.90	\$68.21	\$70.59	\$73.06	\$75.62
Staff Consultant - Level 2	\$76.89	\$79.58	\$82.37	\$85.25	\$88.23
Staff Consultant - Level 3	\$85.67	\$88.67	\$91.77	\$94.98	\$98.31
Sr. Consultant - Level 1	\$93.36	\$96.63	\$100.01	\$103.51	\$107.13
Sr. Consultant - Level 2	\$109.84	\$113.68	\$117.66	\$121.78	\$126.04
Sr. Consultant - Level 3	\$131.84	\$136.45	\$141.23	\$146.17	\$151.29
Sr. Functional Analyst - Level 1	\$148.28	\$153.47	\$158.84	\$164.40	\$170.15
Sr. Functional Analyst - Level 2	\$164.76	\$170.53	\$176.50	\$182.67	\$189.07
Sr. Functional Analyst - Level 3	\$192.22	\$198.95	\$205.91	\$213.12	\$220.58
Subject Matter Expert - Level 1	\$208.69	\$215.99	\$223.55	\$231.38	\$239.48
Subject Matter Expert - Level 2	\$241.64	\$250.10	\$258.85	\$267.91	\$277.29
Subject Matter Expert - Level 3	\$274.60	\$284.21	\$294.16	\$304.45	\$315.11

## ATTACHMENT B: LABOR CATEGORY DESCRIPTIONS

*Applicable to all SINs awarded under this PSS/MOBIS Schedule Contract:*

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**SUBJECT MATTER EXPERT****LEVEL 3**

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**EDUCATION: MASTERS DEGREE OR HIGHER**

**YEARS EXP: 18 YEARS**

An executive level expert with demonstrated skills, reputation and experience in a particular, specialized business process or field with special, in-depth knowledge of a business area that enhances a team's understanding of a given legacy process. Plays a critical role in defining business needs, test requirements, and system functionality. Can perform various duties including trainer, peer-reviewer, approver, knowledge sharer, or system and/or design architect. Must have demonstrated domain, business process or methodology expertise which is recognized in the industry. Used for specific expertise in a specific field or area to provide greater insight and structure to a complex engagement.

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**SUBJECT MATTER EXPERT****LEVEL 2**

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**EDUCATION: MASTERS DEGREE OR HIGHER**

**YEARS EXP: 16 YEARS**

A recognized expert in a particular, specialized business process or field with special, in-depth knowledge of a business area that enhances a team's understanding of a given legacy process. Plays a critical role in defining business needs, test requirements, and system functionality. Can perform various duties including trainer, peer-reviewer, approver, knowledge sharer, or system and/or design architect. Must have demonstrated domain, business process or methodology expertise which is recognized in the industry. Often engaged for during the development and testing phase of a complex engagement.

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**SUBJECT MATTER EXPERT****LEVEL 1**

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**EDUCATION: MASTERS DEGREE OR HIGHER**

**YEARS EXP: 14 YEARS**

A recognized expert in a particular, specialized business process or field with special, in-depth knowledge of a business area that enhances a team's understanding of a given legacy process. Plays a critical role in defining business needs, test requirements, and system functionality. Can perform various duties including trainer, peer-reviewer, approver, knowledge sharer, or system and/or design architect. Must have demonstrated domain, business process or methodology expertise which is recognized in the industry. Often engaged for the entire length of a complex engagement.

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**SR. FUNCTIONAL ANALYST****LEVEL 3**

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**EDUCATION: MASTERS DEGREE OR HIGHER****YEARS EXP: 12 YEARS**

Expert level professional with applicable credentials and prior experience analyzing the operations of a department or functional unit with the purpose of developing a total system solution. Provides the highest quality assurance and testing standards and will establish and maintain a strong working relationship with the client. Ability to work with all levels of a department or organization to determine functional requirements then translate them into functional designs and requirements for the project team. Ability to take complex data and translate into a concise report or deliverable that can be used for executive briefings and project management plans. Senior level management experience required and expertise at all levels of the process from early data collection, design and concept phase to development and final implementation.

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**SR. FUNCTIONAL ANALYST****LEVEL 2**

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**EDUCATION: MASTERS DEGREE OR HIGHER****YEARS EXP: 10 YEARS**

Senior level professional with applicable credentials and prior experience analyzing the operations of a department or functional unit with the purpose of developing a general systems solution. Provides the highest quality assurance and testing standards and will establish and maintain a strong working relationship with the client. Ability to work with all levels of a department or organization to determine functional requirements then translate them into functional designs and requirements for the project team. Ability to take complex data and translate into a concise report or deliverable that can be used for executive briefings and project management plans. Demonstrated ability to lead a team of highly experienced professionals.

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**SR. FUNCTIONAL ANALYST****LEVEL 1**

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**EDUCATION: MASTERS DEGREE OR HIGHER****YEARS EXP: 8 YEARS**

Experienced professional with applicable credentials and prior experience analyzing the operations of a department or functional unit with the purpose of developing a general systems solution. Provides the highest quality assurance and testing standards and will establish and maintain a strong working relationship with the client. Ability to work with all levels of a department or organization to determine functional requirements then translate them into functional designs and requirements for the project team. Ability to take complex data and translate into a concise report or deliverable that can be used for executive briefings and project management plans. Demonstrated ability to lead a team of various experience levels and provide guidance to junior team members.

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**SR. CONSULTANT****LEVEL 3**

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**EDUCATION: BACHELORS DEGREE OR HIGHER****YEARS EXP: 15 YEARS**

Specialized education and significant experience in a specialized management or technical discipline involving one of the following areas: business process development, process improvement, change management, project management, general leadership and management oversight, acquisition and compliance support, and high level training or instructional design. Ability to communicate complex theories, concepts and organizational processes to a wide variety of audiences from general to executive leadership. Prior management experience over a large project or multiple projects, ability to manage staff and respond to immediate client needs. Demonstrated leadership and management skills over a variety of staff and projects. Ability to manage several projects simultaneously.

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**SR. CONSULTANT****LEVEL 2**

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**EDUCATION: BACHELORS DEGREE OR HIGHER****YEARS EXP: 12 YEARS**

Specialized education and significant experience in a specialized management or technical discipline involving one of the following areas: business process development, process improvement, change management, project management, general leadership and management oversight, acquisition and compliance support, and high level training or instructional design. Ability to communicate complex theories, concepts and organizational processes to a wide variety of audiences from general to executive leadership. Prior management experience over a large project or multiple projects, ability to manage staff and respond to immediate client needs. Demonstrated leadership and management skills over a variety of staff and projects. Ability to manage several projects simultaneously.

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**SR. CONSULTANT****LEVEL 1**

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**EDUCATION: BACHELORS DEGREE OR HIGHER****YEARS EXP: 10 YEARS**

Formal education and significant experience in a specialized management or technical discipline involving one of the following areas: business process development, process improvement, change management, project management, general leadership and management oversight, acquisition and compliance support, and high level training or instructional design. Ability to communicate complex theories, concepts and organizational processes to a wide variety of audiences from general to executive leadership. Prior management experience over a large project or multiple projects, ability to manage staff and respond to immediate client needs.

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**STAFF CONSULTANT****LEVEL 3****EDUCATION: BACHELORS DEGREE OR HIGHER****YEARS EXP: 8 YEARS**

Experienced Consultant with knowledge and experience developing, presenting, and applying complex theories, methodologies and principles in a specialized field such as management, organizational principles, systems development, training and learning management, etc. Experience in data collection, data analysis, management support functions, independent research, and/or experience or certification in specialized training. Ability to interact with clients at executive levels and provide significant insight, guidance and business improvement techniques to achieve overall program objectives.

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**STAFF CONSULTANT****LEVEL 2****EDUCATION: BACHELORS DEGREE OR HIGHER****YEARS EXP: 6 YEARS**

Mid level Consultant with knowledge and experience developing, presenting, and applying complex theories, methodologies and principles. Experience in data collection, data analysis, management support functions, independent research, and/or experience or certification in specialized training. Ability to interact with clients at senior levels and provide significant insight, guidance and business improvement techniques to achieve overall program objectives.

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**STAFF CONSULTANT****LEVEL 1****EDUCATION: BACHELORS DEGREE OR HIGHER****YEARS EXP: 4 YEARS**

Junior level Consultant with knowledge and experience developing, presenting, and applying complex theories, methodologies and principles. Experience in data collection, data analysis, management support functions, independent research, and/or experience or certification in specialized training. Ability to interact with clients at all levels and provide insight, guidance and business improvement techniques to achieve overall program objectives.

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**PROGRAM ASSISTANT/ANALYST****LEVEL 3**

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**EDUCATION: ASSOCIATES DEGREE OR HIGHER****YEARS EXP: 5 YEARS**

Sr. level project and program support including executive administrative, management, and scheduling responsibilities. Advanced experience in office automation tool and Office programs with high level of expertise in complex spreadsheets, presentation and database applications. Provides senior level program support including presentations, briefings, analysis and conference.

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**PROGRAM ASSISTANT/ANALYST****LEVEL 2**

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**EDUCATION: ASSOCIATES DEGREE OR HIGHER****YEARS EXP: 3 YEARS**

Mid level project and program support including executive administrative, management, and scheduling responsibilities. Advanced experience in office automation tool and Office programs with high level of expertise in complex spreadsheets, presentation and database applications. Provides senior level program support including presentations, briefings, analysis and conference.

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**PROGRAM ASSISTANT/ANALYST****LEVEL 1**

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**EDUCATION: HS DIPLOMA OR HIGHER****YEARS EXP: 1 YEAR**

Entry level project and program support including overall administrative, basic management, and scheduling responsibilities. Basic experience in office automation tool and Office programs. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing. Competence in basic process improvement, process mapping and other process management tools.

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**EQUIVALENCIES**

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*Bachelor's Degree = 3 yrs total experience*

*MA/MS = 4 yrs total experience*

*PhD/JD = 6 yrs total experience*

*3 yrs additional experience substituted for BA/BS*

*4 yrs additional experience substituted for MA/MS*

# ATTACHMENT 3: SAMPLE BLANKET PURCHASE ORDER

## BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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