

**GENERAL SERVICES ADMINISTRATION
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 for GSA Advantage! is:
<http://www.gsadvantage.gov>.

Human Resources & Equal Employment Opportunity Services

FSC Group 738X

Administrative Services Acquisition Division (2FYA)

Contract Number: [GS-02F-025AA](#)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: **October 19, 2010 to October 18, 2017**



**Skyhawk Logistics, INC.
14300 Cherry Lane CT.
Suite 203
Laurel, Maryland 20707**

**Contract Main POC: O. Jimmy Ogunniyi
Phone 301-725-8801
Fax 301-725-8828
Email james@skyhawk.com**

WWW.SKYHAWK.COM

Business Size: SBA Certified Small Disadvantaged business

CUSTOMER INFORMATION:

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

595 27 HR Support: Pre-Employment Background Investigations

Please see pricing and descriptions below.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

SIN 595-27 - Data Entry/File Room Clerks (Personal Security Assist) - \$46.02

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.

SIN 595-27 HR Support: Pre-Employment Background Investigations

Position: Program Manager

Years Experience: Two years relevant experience can be substituted for each year of education shortfall.

Years Education: Bachelor's degree from an accredited college of university and 15 years logistic management experience.

Responsibilities:

Responsible for resource allocation; technical and management oversight; providing high level logistic operations expertise; and participation in briefings and meetings.

Frequently provides subject matter or functional area expertise for logistic tasks in addition to fulfilling management responsibilities.

Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates policies, goals, and purposes of the organization.

Serves as senior corporate representative responsible for overall contract performance. Maintained a favorably completed Single Scope Background Investigation (SSBI) within the past five years.

Generally does not serve in any other capacity under this contract.

Assigned to complex programs involving, typically, multiple tasks, multiple performing organizations, and complex responsibilities.

Position: Deputy Program Manager

Years Experience: Ten to twelve years (10 - 12) of technical management experience with demonstrated proficiency in experience managing large groups of people. • At least five (5) years experience managing geographically dispersed teams. • Experience SDLC, O&M, Tier 2/3. • Ten years' experience in computer applications or information technology support. • Experience growing and developing business and large capture efforts. • Experience and background providing program management level support. • Oversight and management of large organizations is required

Years Education: Requires Bachelor's Degree in a relevant technical field or equivalent combination of experience and training.

Responsibilities:

Responsible for operating and growing an IT Services business on a major federal client program

- Coordinates program efforts with other internal activities and with outside entities, when required, making decisions in consideration of the effect they will have on the organization, economic impact and policies.
- Maintained a favorably completed Single Scope Background Investigation (SSBI) within the past five years.

Determines program goals and resource needs, develops work plans, allocates resources, and accounts for their effective use. • Plans, organizes and directs subordinate project task leaders, including the establishment of project schedules and operating procedures to ensure efficient daily operations of the project. • Conducts periodic meetings with project management staff to review project progress, policies and procedures, and to gather and disseminate corporate matters of interest. • Provide responsive forecasting and continual close coordination with subordinate functional managers, senior management and corporate support staff. • Communicate on a regular basis with the customer and organizational leadership. • Operational and business development responsibility for future business. • Oversee task order requirements and assist in field support requirements. • Establish key metrics to ensure that we are completing all KPP's as required

Position: Quality Assurance Specialists

Years Experience: 2 to 4 years

Years Education: Bachelor's Degree

Responsibilities:

Performs internal supplemental audits of a technical discipline to verify that facility records (e.g., equipment, training files) are in conformance to applicable SOP and regulatory requirements.

Maintained a favorably completed Single Scope Background Investigation (SSBI) within the past five years.

Ensures systems used in QA are properly maintained (e.g., QA audit records, training records).

Performs protocol, data, report, and in-lab phase inspections in a technical discipline to verify conformance to applicable SOP and regulatory requirements.

Evaluates responses to inspection reports and performs follow-up with respondents, management, or others, if needed, to ensure resolution.

Notifies management of quality/compliance trends and service failures.

Monitor regulatory and industry trends/actions and report regularly to QA management.

Research and write white papers providing recommendations for QA management.

Facilitates changes to SOPs, policies, training materials, and other documents for a technical discipline.

Mentors co-workers and internal customers with interpretation of regulatory requirements (e.g., GLPs), SOP requirements, and other guidance documents, as applicable.

Assists and/or hosts during regulatory inspections.

Provide supervisor support on selected, large-scope projects involving data collection and / or research small scope individual topics drafting recommendations to QA management.

Position: Data Management Specialist II

Years Experience: At least 2 years

Years Education: High School or equivalent

Responsibilities:

Setup, implement and test new client in billing software.

Create and maintain integrity of program tables, databases and files with understanding of desired end results.

Generate scheduled reports using various software programs including Monarch, Access, and Excel.

Archive and/or delete system reports according to an approved schedule.

Setup, implement, and test new software programs, and software upgrades.

Troubleshoot and/or report software, hardware, and other office equipment malfunctions. Responsible for follow up of reported systems issues.

Maintained a favorably completed Single Scope Background Investigation (SSBI) within the past five years.

Position: Data Entry/File Room Clerks

Years Experience: NOT APPLICABLE

Years Education: High School or equivalent. Must have and maintained a favorably completed Single Scope Background Investigation (SSBI) within the past five years.

Responsibilities:

Enter data into various databases. Record transmittal/ receipt of documentation to and from contractors. File background cases and case materials. Prepare/assemble personnel security folders. Open/close information in the case tracking system or other designated systems. Schedule and prepare cases for transmittal to a contract investigative company. Pull investigations by request. Scan/upload investigative materials.

Position: Personnel Security Assistants

Years Experience: At least one (1) year of specialized experience

Years Education: NOT APPLICABLE

Responsibilities:

Review forms related to the background investigation process (e.g., SF86/85P, fingerprint cards and financial disclosure forms. Conduct appropriate computer checks, Initiate National Agency checks (NAC's) when required. Prepare/assemble personnel security folders. Open/close information in the Case Tracking System (CTS) or other designated systems, schedule and prepare cases for transmittal to a contract investigative company. Pull investigations by request. File documents in open and closed case files.

Prepare various lists of data in a spreadsheet format.

2. Maximum order. **\$1,000,000.00**
3. Minimum order. **\$100.00**
4. **Geographic coverage (delivery area), 48 contiguous states, District of Columbia**
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). All prices include the required 0.75% GSA FSS Industrial Funding Fee which is paid by Ace Info Solutions to GSA quarterly based on sales activity.**

7. Quantity discounts.

For single orders totaling from \$50,000 to \$299,999.99 there will be an additional 2% discount
For single orders totaling from \$300,000.00 and over there will be an additional 3% discount

If applicable a Courses

Aggregate

Discount: For courses with more than 40 participants billed in one year from one customer, an additional 2% discount.

If applicable a Labor Hour

Aggregate Discount: For 1000 hours or more, billed in one labor category, in one year from one customer, an additional 2% discount.

8. Prompt payment terms. **Net 30 days ARO**

9a. Notification that Government purchase cards are accepted up to the micropurchase threshold: **Yes**

9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: **Yes**

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

11a. Time of Delivery (Contractor insert number of days): **Depending on requirements, Contractor will adhere to delivery schedule as specified by the Agency's 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: **Skyhawk Logistics, INC.
14300 Cherry Lane CT.
Suite 203
Laurel, Maryland 20707**

13b. 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.

14. Payment address: **Skyhawk Logistics, INC.
14300 Cherry Lane CT.
Suite 203
Laurel, Maryland 20707**

15. Warranty provision. **Not applicable**

16. Export packing charges: **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: **Not applicable**

19. Terms and conditions of installation: **Not applicable**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **Not applicable**

20a. Terms and conditions for any other services: **Not applicable**

21. List of service and distribution points: **Not applicable**

22. List of participating dealers: **Not applicable**

23. Preventive maintenance: **Not applicable**

24a. Special attributes such as environmental attributes: **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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. **Section 508 compliance is in process.**

25. Data Universal Number System (DUNS) number. **187373162**

26. Notification regarding registration in Central Contractor Registration (CCR) database. **Skyhawk Logistics, Inc. has a current registration in the Central Contractor Registration (CCR) database. 0FC90**

SIN PROPOSED	SERVICE(S) PROPOSED	UNIT OF ISSUE	PRICE OFFERED TO GSA
595-27	Program Manager	Hourly	\$ 66.81
595-27	Deputy Program Manager	Hourly	\$ 65.85
595-27	Quality Assurance Specialists	Hourly	\$ 65.85
595-27	Data Management Specialist II	Hourly	\$ 46.15
595-27	Data Entry/File Room Clerks (Personal Security Assist)	Hourly	\$ 46.02