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: www.GSAAdvantage.gov.

Elegant Enterprise-Wide Solutions, Inc.

Solicitation No. 7FCM-N6-030736-B Refresh #30
WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR
(a) FSC GROUP Not Applicable PART Not Applicable SECTION Not Applicable
COMMODITY: Not Applicable
FSC CLASS(ES)/PRODUCT CODE(ES): Not Applicable
(b) STANDARD INDUSTRY GROUP: 736
SERVICE: Temporary Staffing Services
SERVICE CODE(S): R699

ANY INFORMATION THAT MAY BE DESIRED ON THIS PARTICULAR SOLICITATION CAN BE OBTAINED FROM THE ISSUING OFFICE ADDRESS SHOWN HEREIN.

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

Elegant Enterprise-Wide Solutions, Inc.
25961 HARTWOOD DR
CHANTILLY VA 20152-3671
DUNS: 121396126 CAGE: 5AM05
Phone: 703-609-0215
Fax: 703-722-6628
http://www.elegantsolutions.us

Vikas Arora, President
govt@elegantsolutions.us

Contract Number GS02F049GA
Contract period: September 1, 2017 through August 31, 2027
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). See Pricelist

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. See Price List - 50 States

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. See Price List

2. Maximum order. $250,000.00

3. Minimum order. $200.00

4. Geographic coverage (delivery area). 50 States

5. Point(s) of production (city, county, and State or foreign country). City-Chantilly; County-Loudoun; State-VA; Country-USA

6. Discount from list prices or statement of net price See Price List

7. Quantity discounts. None

8. Prompt payment terms. Net if paid in 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. Yes

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

11a. Time of delivery. (Contractor insert number of days.) Not Applicable

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 lists that have expedited delivery. Not Applicable

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. Not Applicable

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 affect a faster delivery. Not Applicable

12. F.O.B. point(s). 25961 Hartwood Dr. Chantilly VA 20152
13a. Ordering address(es). **25961 Hartwood Dr. Chantilly VA 20152**

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). **25961 Hartwood Dr. Chantilly VA 20152**

15. Warranty provision. **Not Applicable**

16. Export packing charges, if applicable. **Not Applicable**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **No conditions to the Government P Card**

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**

20a. Terms and conditions for any other services (if applicable). **Not Applicable**

21. List of service and distribution points (if applicable). **25961 Hartwood Dr. Chantilly VA 20152**

22. List of participating dealers (if applicable). **None**

23. Preventive maintenance (if applicable). **Not Applicable**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, 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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Number System (DUNS) number. **121396126**

26. Notification regarding registration in Central Contractor Registration (CCR) database. **Elegant Enterprise-Wide Solutions, Inc. is registered**
<table>
<thead>
<tr>
<th>CODE</th>
<th>OCCUPATION TITLE</th>
<th>GSA PRICE</th>
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<tr>
<td>01000</td>
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SIN 736-1 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS

SIN 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS
## Labor Category Description

### Secretary II (SIN 736-1)

**Job Description:** Provides principle secretarial support in a professional office environment. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs and procedures related to the work of the office. Handles differing situations, problems and deviations in the work of the office according to the managers general instructions, priorities, duties, policies and program goals. Screens telephone calls, visitors and incoming correspondence; personally responds to requests for information concerning office procedures; Prepares correspondence; schedules appointments; makes arrangements for meetings, assembles materials; collects information from files or staff for routine inquiries for reports; maintains office supply and property inventory; greets visitors; maintains calendars. Verifies funding approval;researches availability and best cost of needed items. Places approved orders for parts, office supplies and miscellaneous items needed to support project activities. Tracks status of ordered items, verifies shipping data and records tracking numbers and delivery dates. Reports projected arrival dates, method of shipment and carrier information. If purchase is local, coordinates the pickup or delivery of purchased items. Inputs purchase orders into accounting system and enters general ledger codes, enters vendor invoices for payment, and reconciles the credit card statements. Other duties as assigned.

**Minimum Qualifications:** High school Diploma and 5 years relevant experience.

### General Clerk II (SIN 736-1)

**Job Description:** Work requires a familiarity with the terminology of the office unit. 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. Typical duties include a combination of the following: maintaining time and material records, taking inventory of equipment and supplies, answering questions on departmental services and functions, operating a variety of office machines, posting to various books, balancing a restricted group of accounts to controlling accounts, and assisting in preparation of budgetary requests.

**Minimum Qualifications:** High School Diploma with 1 year relevant experience.

### Accounting Clerk III (SIN 736-1)

**Job Description:** Uses a knowledge of double entry bookkeeping in performing one or more of the following: posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

**Minimum Qualifications:** High School Diploma with 2 years relevant experience.

### Personal Computer Support Technician (SIN 736-2)

**Job Description:** The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, and repair and troubleshooting for Stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support
responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of person computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

**Minimum Qualifications:** Bachelor’s Degree and 2+ years’ experience.

**Computer Programmer III (SIN 736-2)**

**Job Description:** The Computer Programmer assists higher level staff by performing programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments under close supervision. Perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

**Minimum Qualifications:** Bachelor’s Degree and 4+ years’ experience.

**Technical Writer III (SIN 736-5)**

**Job Description:** Develop, write and edit material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Assignments are given by supervisors. Duties may include observing production, developmental, and experimental activities to determine operating procedure and detail. The writer studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Other tasks may include interviewing production and engineering personnel and reading journals, reports, and other material to become familiar with product technologies and production methods. They may review manufacturer and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

**Minimum Qualifications:** Bachelor’s Degree and 4+ years’ experience.