

**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!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Temporary Administrative and Professional Staffing

FSC Group: 736

Contract No.: GS-07F-0155U

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

Contract Period: 01/15/2008 – 01/14/2013



**AboutWeb, LLC
6177 Executive Blvd
Rockville, MD 20852
Telephone: (301) 468-9246
Fax: (301) 468-9670
www.aboutweb.com**

Business Size/Status: Small

Prices shown herein are NET (discount deducted).

Pricelist current through modification #SF1449 dated 01/15/2008



Contract Holder

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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to page #4 for a more detailed description)

- SIN 736-5 / 736-5RC: Technical and Professional Occupations

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #12

1c. Labor Category Descriptions: Please refer to page #8

2. Maximum Order: \$100,000

3. Minimum Order: \$100

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address:
AboutWeb, LLC
Attn: Anne Redding/GSA Orders
6177 Executive Blvd
Rockville, MD 20852

13b. 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:
AboutWeb, LLC
Attn: GSA Orders/Accounts Receivable
6177 Executive Blvd
Rockville, MD 20852

15. Warranty Provision: Not Applicable

16. Export Packing Charges: Not Applicable

- | | |
|---|--|
| 17. Terms & Conditions of Government Purchase Card Acceptance: | Contact Contract Administrator |
| 18. Terms and conditions of rental, maintenance, and repair: | 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: | Not Applicable |
| 20a. Terms and conditions for any other services (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. Preventative 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. 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/ : | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 075672290 |
| 26. AboutWeb, LLC <i>is</i> registered in the Central Contractor Registration (CCR) database. | |
| 27. Uncompensated Overtime: | Not Applicable |

CONTRACT OVERVIEW

GSA awarded AboutWeb, LLC a GSA Federal Supply Schedule contract for Temporary Administrative and Professional Staffing (TAPS), Contract No. GS-07F-0155U. The current contract period is 1/10/2008 - 1/8/2013. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Anne Redding
AboutWeb, LLC
6177 Executive Blvd
Rockville, MD 20852
Telephone: (301) 468-9246 x151
Fax Number: (301) 468-9688
Email: aredding@aboutweb.com

MARKETING AND TECHNICAL POINT OF CONTACT

Anne Redding
AboutWeb, LLC
6177 Executive Blvd
Rockville, MD 20852
Telephone: (301) 468-9246 x151
Fax Number: (301) 468-9688
Email: aredding@aboutweb.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Temporary Administrative and Professional Staffing, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. AboutWeb, LLC has been awarded a contract by GSA to provide services under the following SINs:

SIN 736-5 / 736-5RC: Technical and Professional Occupations

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

736-5: Technical and Professional Occupations (This SIN is set aside for small business concerns only.) Including, but not limited to, the following occupational categories: Logistics Management Specialist, Public Affairs Officer, Contract Specialist/Administrator, Financial Analyst, Market-Research Analyst, Occupational Analyst, Personnel Analyst, Program Analyst, Research, Real Estate Asst., CAD Illustrator, Drafter/Designer, Cartographic Technician, Computer Based Training (CBT) Specialist/Instructor, Civil Engineering Technician, Drafter I-IV, Engineering Technician I-VI, Environmental Technician, Graphic Artist (Designer), Paralegal/Legal Assistant –IV, Instructor, Laboratory Technician (Laboratory Tester), Technical Writer, Attorney, Architect.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that AboutWeb, LLC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide TAPS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

JOB/SKILL DESCRIPTIONS

Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D.

Education Substitutions:

A Ph.D. may be substituted for three years of required experience with a Masters Degree or five years with a Bachelors Degree.
A Masters Degree may be substituted for two years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma.
A Bachelors Degree may be substituted for Microsoft Certified Systems Engineer (MCSE) or similarly complex certifications and two years of required experience with a H.S. Diploma.

Commercial Job Title: Project Manager I (Professional)
Minimum/General Experience: 4 years
Functional Responsibility: The Project Manager is a skilled practitioner with a strong understanding of the professional services industry, and advance knowledge to support project areas. Project Manager oversees all aspects of project coordination and completion. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of projects.
Minimum Education: Bachelors Degree

Commercial Job Title: Project Manager II (Professional)
Minimum/General Experience: 6 years
Functional Responsibility: The Project Manager is a skilled practitioner with a strong understanding of the professional services industry, and advance knowledge to support project areas. Project Managers have responsibility for multiple projects running concurrently. The Project Manager is a key leader with prime responsibility for client interaction and relationship management.
Minimum Education: Bachelors Degree

Commercial Job Title: Business Analyst II (Professional)
Minimum/General Experience: 6 years
Functional Responsibility: The Business Analyst is a skilled practitioner with a strong understanding of the professional services industry. The Business Analyst reviews, analyzes, and evaluates business systems and user needs; formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. The Business Analyst is also familiar with relational database concepts, and client-server concepts.
Minimum Education: Bachelors Degree

Commercial Job Title: Contracts Administrator (Professional)**Minimum/General Experience:** 5 years**Functional Responsibility:**

The Contracts Administrator is a skilled practitioner with a strong understanding of government contracting. The Contract Administrators responsibilities include: administering prime contracts and subcontracts ensuring compliance with prime contract requirements; reviewing contract documents and correspondence as part of the analysis of incoming bid requests and develop preliminary contract terms and conditions; negotiating pricing and Terms and Conditions and monitoring the contract's performance; assisting in the preparation of solicitations including formation of the statement of work; assisting in the evaluation of proposals; evaluating or monitoring contract performance to determine necessity for amendments or extensions of contracts and compliance to contractual obligations; Analyzing requests for deviations from contract specifications and delivery schedules; and arbitrating claims or complaints occurring in performance of contracts. May also provide alternative methods of dispute resolution.

Minimum Education: Associates Degree**Commercial Job Title: Database Administrator I (Professional)****Minimum/General Experience:** 4 years**Functional Responsibility:**

The Database Administrator is a skilled practitioner that reviews, analyzes, and modifies programming systems including: encoding, testing, debugging and installing for large-scale mainframe computer systems. Maintains and develops on-line and batch application programs. Develops and implements disaster recovery plans. Works with project members to develop specifications, diagrams and flowcharts. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Minimum Education: Bachelors Degree**Commercial Job Title: Database Administrator III (Professional)****Minimum/General Experience:** 8 years**Functional Responsibility:**

The Database Administrator is a skilled practitioner that reviews, analyzes, and modifies programming systems including: encoding, testing, debugging and installing for large-scale mainframe computer systems. Maintains and develops on-line and batch application programs. Develops and implements disaster recovery plans. Works with project members to develop specifications, diagrams and flowcharts. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Minimum Education: Bachelors Degree**Commercial Job Title: Instruction Systems Designer I (Professional)****Minimum/General Experience:** 4 years**Functional Responsibility:**

The Instruction Systems Designer is a skilled practitioner that develops computer-based training, instructor led training, and student led training. Has demonstrated ability to work with a cross-functional team in the development of interactive multimedia courseware. Experience in designing interactive training materials that include sound instructional design methodology, appropriate training strategies, and participant activities. The Instruction Systems Designer also has experience in developing evaluation tools for the assessment of training needs and products.

Minimum Education: Bachelors Degree

Commercial Job Title: Instruction Systems Designer II (Professional)
Minimum/General Experience: 6 years
Functional Responsibility: The Instruction Systems Designer is a skilled practitioner that develops computer-based training, instructor led training, and student led training. Has demonstrated ability to work with a cross-functional team in the development of interactive multimedia courseware. Experience in designing interactive training materials that include sound instructional design methodology, appropriate training strategies, and participant activities. The Instruction Systems Designer also has experience in developing evaluation tools for the assessment of training needs and products.
Minimum Education: Bachelors Degree

Commercial Job Title: Network Engineer I (Professional)
Minimum/General Experience: 2 years
Functional Responsibility: The Network Engineer is a skilled practitioner that sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Minimum Education: Associates Degree, plus required certifications

Commercial Job Title: Network Engineer II (Professional)
Minimum/General Experience: 4 years
Functional Responsibility: The Network Engineer is a skilled practitioner assisting in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements.
Minimum Education: Associates Degree, plus required certifications

Commercial Job Title: Network Engineer III (Professional)
Minimum/General Experience: 6 years
Functional Responsibility: The Network Engineer is a skilled practitioner assisting in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements.
Minimum Education: Bachelors Degree, plus required certifications

Commercial Job Title: Network Engineer IV (Professional)
Minimum/General Experience: 8 years
Functional Responsibility: The Network Engineer is a skilled practitioner assisting in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements.
Minimum Education: Bachelors Degree, plus required certifications

Commercial Job Title: Network Engineer V (Professional)
Minimum/General Experience: 10 years
Functional Responsibility: The Network Engineer is a skilled practitioner assisting in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements.
Minimum Education: Bachelors Degree, plus required certifications

Commercial Job Title: Software Developer I (Professional)
Minimum/General Experience: 2 years
Functional Responsibility: The Software Developer is a skilled practitioner that designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Minimum Education: Bachelors Degree

Commercial Job Title: Software Developer II (Professional)
Minimum/General Experience: 4 years
Functional Responsibility: The Software Developer is a skilled practitioner that designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Minimum Education: Bachelors Degree

Commercial Job Title: Software Developer IV (Professional)
Minimum/General Experience: 8 years
Functional Responsibility: The Software Developer is a skilled practitioner that designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Minimum Education: Bachelors Degree

Commercial Job Title: Software Developer V (Professional)
Minimum/General Experience: 10 years
Functional Responsibility: The Software Developer is a skilled practitioner that designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Minimum Education: Bachelors Degree

Commercial Job Title: Technical Writer I (Non-Professional)
Minimum/General Experience: 2 years
Functional Responsibility: The Technical Writer prepares technical material including software and system documentation, maintenance and operations manuals, and other technical publications. Coordinates efforts of technical artists, illustrators, editors and writers in preparing documents for distribution. Collaborates with technical professionals and conducts technical research. Writes manuals and documentation at the user level, technical support level, or both.
Minimum Education: Bachelors Degree

Commercial Job Title: Technical Writer II (Non-Professional)
Minimum/General Experience: 4 years
Functional Responsibility: The Technical Writer prepares technical material including software and system documentation, maintenance and operations manuals, and other technical publications. Coordinates efforts of technical artists, illustrators, editors and writers in preparing documents for distribution. Collaborates with technical professionals and conducts technical research. Writes manuals and documentation at the user level, technical support level, or both.
Minimum Education: Bachelors Degree

**HOURLY RATES FOR SERVICES
SIN(s) 736-5 / 736-5RC**

GSA Labor Category	GSA Rate * 01/15/08 - 01/14/09
Project Manager I	\$83.92
Project Manager II	\$103.67
Business Analyst II	\$59.24
Contracts Administrator	\$64.55
Database Administrator I	\$66.15
Database Administrator III	\$92.32
Instruction Systems Designer I	\$79.98
Instruction Systems Designer II	\$92.81
Network Engineer I	\$60.51
Network Engineer II	\$64.55
Network Engineer III	\$68.60
Network Engineer IV	\$72.63
Network Engineer V	\$79.98
Software Developer I	\$65.17
Software Developer II	\$74.05
Software Developer IV	\$95.77
Software Developer V	\$109.60
Technical Writer I	\$65.87
Technical Writer II	\$71.09

* Rates include 0.75% IFF.