



AMAZING GRACE ENTERPRISES

<http://www.AmazingGraceEnt.com>

General Services Administration

Federal Supply Service

Contract Information

GS-07F-0641N

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

SCHEDULE TITLE: 736 - Temporary Administrative and Professional Staffing Services (TAPS)
FSC Group: 736

Contract No. **GS-07F-0641N**

CONTRACT PERIOD: 06/24/2013 until 06/23/2018.

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempservices>.

CONTRACTOR: Amazing Grace Enterprises.
3009, Eagles Nest Drive
Bowie, Maryland. 20716
Phone number: (301) 809-9716
Fax number: (301) 809-9714
E-Mail: Yemi@AmazingGraceEnt.com
Web Site: <http://www.AmazingGraceEnt.com>

CONTRACTOR'S ADMINISTRATION SOURCE:

Point of contact name: Mrs.Oluyemi Obe
BUSINESS SIZE: Small Disadvantaged, 8(a), Woman-Owned Business



CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: \$100,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) Offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE: The preponderance of work location has been identified as: Washington, DC, Wage Determination No. 2005-2103, Revision 10 dated 06/15/2010

Amazing Grace Ent. may perform work at any of the locations listed in the SCA Wage Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S): 5 -15% on Task Orders over \$100,000.

8. PROMPT PAYMENT TERMS: Net 30.

9. a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9. b Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11. a. TIME OF DELIVERY: N/A

11. b. EXPEDITED DELIVERY: N/A

11. c. OVERNIGHT AND 2-DAY DELIVERY: N/A



11. d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: N/A

13a. ORDERING ADDRESS: Same as contractor address. Customer should contact contractor for additional addresses.

14. PAYMENT ADDRESS: Same as contractor address.

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: None.

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 AVAILABLE): N/A

20. a. 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

24. a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24. b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 039392225

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the CCR database.



General Services Administration
 Federal Supply Service
 Authorized Federal Supply Schedule Labor Descriptions and Price List

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SIN 736-5 Technical and Professional Operations

History and Overview of the Amazing Grace Enterprises (AGE)

Amazing Grace Enterprises (AGE) is a minority Woman-Owned Engineering Firm located in Prince George’s County. Maryland.USA.

AGE is SBA Certified current until 07/28/2016 and SBA Certified 8A Program Participant current until 07/28/2016

Contract Administrator:	Mrs.Oluyemi Obe
Contact Phone:	(301) 809-9716
Fax:	(301) 809-9714
Email:	Yemi@AmazingGraceEnt.com
Website:	http://www.AmazingGraceEnt.com
Address:	3009, Eagles Nest Drive. Bowie. Maryland. U.S 20716
Business Classification:	Small Business. SBA Certified current until 07/28/2016 8A Program Participant current until 07/28/2016. Women-owned small business (WOSB)
DUNS Number:	039392225



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Labor Category Descriptions
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Amazing Grace Practices include the education/experience substitutions identified below.

High School diploma/ GED Education plus 5 years of experience	Equals	Associate's Degree
8 years of experience	Equals	Bachelor's Degree
15 years of experience	Equals	Master's Degree
20 years of experience	Equals	PhD Degree

Cost Estimator
Minimum/General Experience: 8 years experience in the Building Industry.
Functional Responsibility: Provide cost estimates for design Intent drawing, Cost Estimates for Permit/Bid set of Construction Documents, Provide cost estimates for final Construction Documents, Provide cost estimates for the change orders. Prepares Independent Government Estimates(IGE's), technical analysis and assist Project managers
Minimum Education: Bachelor degree in Cost Estimating.

Cost Engineer/ Quantity Surveyor
Minimum/General Experience: 8 years experience in Construction cost management.
Functional Responsibility: Development and construction commercial management estimating, project cost and schedule controls, risk and contract management. Experience in accomplishing all Estimating task above in addition Prepare budget, design and construction cost estimates for all disciplines. –Civil site work, Architectural, Structural, Mechanical, Electrical etc. Prepare and present life cycle and cost benefit analyses on projects or programs, Review and analyze proposals by contractors and consultants for construction and engineering design services. Provide oversight and certification of estimates prepared by others, Analyze contractors' claims, and perform price and cost analysis, Evaluate contractors' bids or proposals, and analyze contractors' cost schedules, Cost Management during Design Conception to Pre-bid Estimate, Design Option Cost Evaluation, Preparation of Bills of Quantities, Prepares Independent government estimates (IGE's), technical analysis, Price negotiation objectives (PNO's) for Contracting officers. Claims Control, including development and administration of - change order analysis procedures change order documents, claim requests, and delay issues/impacts.
Minimum Education: Bachelor of Science in Quantity Surveying or Construction Cost Engineering



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Project Manager. Levels I - IV
Minimum/General Experience: 5-20 years; depending on Level. General experience in the design and construction industry. Planning and implementing development of projects
<p>Functional Responsibility: Levels III-IV. Project manager will provide assistance for the architectural and engineering efforts to provide design, construction and technical services necessary for the management of design and construction projects. Responsible for planning, designing, coordinating and providing technical services to agencies and other offices upon demand.</p> <p>Provides expert professional and technical assistance and support to high officials or agencies as required. Project Manager will perform project management work as well as spend time leading other contractor employees. In this capacity, perform functions such as: Distributing and balancing workload; Monitoring status of work in progress; Resolving simple contractor employee complaints; Reporting performance problems to the Company.</p> <p>Levels I-II Project manager will manage assigned teams, review of design scope changes, and conduct construction meetings. Conduct and document project related meetings. Provide construction oversight and change order management. Facilitate project progress meetings, project planning work sessions, subcontractor project work coordination, and project issues/impact resolution. Support construction work, project action item list, RFI's, submittals and PCO's. Manage complex building projects from the preliminary planning stage through the design, construction, equipment installation, and check-out stage. Use financial and administrative computer systems and programs to assist in project monitoring. Coordinate inspection and acceptance of finished post occupancy space and post occupancy space evaluations. Confer and advise Client officials and other agency contacts at the working level on matters pertaining to project delivery.</p> <p>Levels I-IV Team creation and management, implementing procedures and efficient handover of the finished project. Manages design process services, design technical reviews, constructability reviews; performs design review and value engineering analysis of value engineering proposals, review of design scope changes, conducting design related meetings. Represents owner providing construction oversight and change order management. Sets up all commissioning work and property management capability for the facility, Serves as owner's property manager, Organize design and construction team to respond to client SFO's to bid and develop a building project. Prepares SFO submittal for developer/owner in response to requirements, Performs due diligence for investors and buyers of commercial property. Manages planning Client / Subcontractor Interface, including participation and facilitation of project progress meetings, project planning work sessions, subcontractor project work coordination, and project issues/impact resolution. Support construction work Participate in progress meetings, track project action item list, RFI, Submittals and PCOs, track Base Building and tenant project schedules, Coordinate tenant work with Lessor's teams programming, program development and implementation for facilities design and construction. Confirms the basic scope of work, tasks required, the performance and key dates, and required deliverables. Analysis of the project requirements, prepares a proposal identifying project staff and hours required to complete the work. Oversees negotiations for the work and completes the agreement.</p>
Minimum Education: Bachelor of Science in Engineering, Technical Management and/or professional license, registration in a related professional field.



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Planner and Scheduler
Minimum/General Experience: 8 years professional in the scheduling of design and construction projects.
Functional Responsibility: Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications. Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities. Confer with Owner supervisors and other personnel to assess progress and suggest needed changes. Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, and engineering. Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays. Record production data, including volume produced consumption of raw materials, and quality control measures. Requisition and maintain inventories of materials and supplies necessary to meet production demands. Distribute production schedules and work orders to departments. Compile information for status reports as required by management. Prepare Baseline schedules, review contract time determination schedules, review baseline construction schedules, analyze monthly updates of construction schedules, analyze modifications to construction schedules, Prepare project schedule status reports, perform time impact analysis and prepare recommendations to analyze schedules, coordinate schedule impacts between adjacent projects, monitor and document construction progress, Collection, compilation and preparation of data from different Onshore and Offshore projects to create a summarized Weekly/Monthly Report showing Comparison Schedules. Experience in accomplishing technical work required to support engineering and architecture programs such as programming, planning and program development of facilities design and construction. More than three years of experience in scheduling and/or cost estimating for one or more major disciplines, including: general construction, architectural, structural, civil, mechanical, electrical, environmental, plumbing, process
Minimum Education: Bachelor's degree in Architecture or Engineering.



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Project Controller/ Construction Quality Manager / Construction Manager /Contract Management Administrator
Minimum/General Experience: 8 years experience in Managing Design and Construction of facility projects.
Functional Responsibility: Architectural/Engineering (A/E) Firm evaluation and recommendation for selection, Coordinate A/E and Client Design phase(s), Owner representation, Work with Client to determine need, Defines Project team, Project Contract administration and negotiation recommendations through final Project close-out, Assures project is completed on Schedule within Budget, and in conformance with project specifications, Turnkey Project support from Initial Design Phase through Project completion, Coordination of A/E Services, IT Support, Furniture layout, Physical relocation and Contract Management throughout Project Cycle, Special Construction Management including Secure/SCIF Construction, Coordination of Special Equipment requirements including Secure Voice and Data Cabling and Equipment, Installation of Video Teleconferencing Equipment, Security Equipment, and Public Address Systems, etc. Prepares Bill of Materials Recommendations for Client throughout Project duration. One of the key senior level on-site representatives who is responsible for the delivery of the day-to-day construction management services for the duration of project. Responsible for managing, supervising, and motivating of all CM staff on the project, including forecasting and fulfilling staffing needs. Oversees A/E and contractor s performance, including quality control, requests for information, change orders, schedule and reviewing and making recommendations for all pay requests.
Minimum Education: Bachelor of Architecture , Project Management ,Engineering, or Construction Management

Move Manager
Minimum/General Experience: 5 years of experience in Interior Design
Functional Responsibility: Furniture Selection/ Specification Recommendation; Inventory existing Furniture for re-use. Responsible for Pre-move documentation of Interiors. On-site relocation coordination during physical move, Post- move validation Inspections, Space Planning Recommendation, Recommends Space requirement per individual Client Specifications, Agencies Matrix preparation, Block Plan development Recommendation, Stacking Plan Alternatives, Situational Space Review, Changes recommendation to Client Interior Designs, Provides Client with Conceptual Design.
Minimum Education: Bachelor’s degree or equivalent in Architecture, Engineering or Construction Management



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Assistant Engineer
Minimum/General Experience: 4 years of experience in the construction industry.
Functional Responsibility: Assist Cost Engineer/ other related fields, Claim Analysis, Variations, Reviews, Change Order Analysis and Negotiation/Settlement, Final Cost Projections/ Periodic Cost Reporting Specializing in managing and directing of design and construction phases; performs inspection, monitoring and coordination of trades and design and bid reviews. Interprets plans and specifications, prepares cost breakdowns and negotiates for change orders. Responsible for construction progress monitoring and preparation of progress reports, his /her experience includes new construction and renovations.
Minimum Education: Associate's degree in engineering, engineering technology.

Contract Specialist/ Cost Analyst
Minimum/General Experience: 5 years of experience in Accounting, business, finance, cost management.
Functional Responsibility: Performs cost analyses, project budget, cost realism analyses, and price analyses, and provides advice and guidance to contracting officers on contracting issues Assist contracting officers with a complete range of contracting activities such as acquisition planning/negotiation, evaluation of proposals, and contract cost and price proposal evaluation Examine and evaluate contractors' prospective cost estimates or price proposals to determine the necessity and reasonableness of proposed contract costs, tracking obligations against funds available. Utilizes a variety of price/cost analysis techniques. Review technical and audit reports on various cost elements to determine the reasonableness of the various cost elements or justified exceptions. Develops comprehensive detailed reports on cost/price analysis, including recommending cost.
Minimum Education: Bachelor's degree in Accounting, business, finance, contracts, or purchasing.

Program Analyst
Minimum/General Experience: 5 years general experience in design/ construction industry.
Program Analyst Support to contracting officers, Performs cost analyses, cost realism analyses, and price analyses, and provides advice and support to contracting officers and contract specialists on contracting issues. Assists contracting officers and contract specialists with a complete range of contracting activities such as acquisition planning/negotiation, evaluation of proposals, and contract cost and price proposal evaluation. Reviews technical and audit reports on various cost elements to determine the reasonableness of the various cost elements or justified exceptions Develops comprehensive detailed reports on cost/price analyses
Minimum Education: Associate's degree.

Graphic Artist (Designer)



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Minimum/General Experience: Minimum one (1) year experience in designing and using computer-based graphic applications.

Functional Responsibility: Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education: A.A or A.S Degree.

Personal Computer Support Engineer

Minimum/General Experience. 2-3 years experience in the field or related area

Functional Responsibility: Technician provides support to distributed PC/networking environment including installation, testing, 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 personal 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 Education: B.S Degree. Associate degree or equivalent.

Commercial Job Title: Administrator

Minimum/General Experience: 2 years experience in the field or related area.

Functional Responsibility: Provides administrative support to the members of the project team, such as general typing, filing, and answering phones. PC, Word Perfect/Windows, Excel, Microsoft Office, Windows XP

Minimum Education: Associate's degree.



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Rates for Services

Skill Category	Total GSA Price
736-5	Hourly Rates
Technical and Professional Occupations- Professional Services	
Cost Estimator	\$89.09
Cost Engineer/ Quantity Surveyor	\$93.08
Project Manager I	\$90.68
Project Manager II	\$105.00
Project Manager III	\$133.10
Project Manager IV	\$149.92
Planner and Scheduler	\$104.58
Project Controller/Construction Quality Manager	\$104.58
Move Manager	\$88.21
Assistant Engineer	\$57.54
Contract Specialist/ Cost Analyst	\$60.28
Program Analyst	\$60.28
Graphic Artist (Designer)	\$60.28
Personal Computer Support Engineer	\$49.29
Administrator	\$31.38