



**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: [GSAAdvantage.gov](http://GSAAdvantage.gov).

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)

**Professional Services Schedule**

Group Name: Mission Oriented Business Integrated Services

Standard Industry Group: 874

Service Code: R499

Group Name: Advertising & Integrated Marketing Solutions (AIMS)

Standard Industry Group: 541

Service Code: R499

**Contract Number**

GS-10F-0156U

**Period Covered by Contract**

March 6, 2008 through March 5, 2018

**HASSETT & WILLIS ASSOCIATES, LLC  
dba Hassett Willis and Company**

1100 New York Avenue, NW, Suite 250W

Washington, DC 20005

Wayne Willis, Partner

[wwillis@hwcinc.com](mailto:wwillis@hwcinc.com)

Phone: 202.290.1911

Fax: 202.315.3964

<http://www.hwcinc.com>

DUNS Number: 60-238-9681

Business Size: Woman Owned Small Business (WOSB)

## CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) SINs with appropriate cross-reference to item descriptions and awarded price(s).  
**874-1 Integrated Consulting Services**  
**874-1RC**  
**874-7 Integrated Business Program Support Services**  
**874-7RC**  
**541-5 Integrated Marketing Services**  
**541-5RC**
- 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 page 8 below for the awarded GSA Schedule Contract pricelist.**
- 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 pages 6 - 7 below for the awarded GSA Schedule Contract pricelist.**
2. Maximum order. **\$1,000,000.00**
3. Minimum order. **\$100.00**
4. Geographic coverage (delivery area):  
**Hassett & Willis Associates, LLC provides domestic delivery only.**
5. Point(s) of production (city, county, and State or foreign country):  
**Not applicable.**
6. Discount from list prices or statement of net price:  
**Prices shown are net Government awarded discount.**
7. Quantity discounts:  
**None.**
8. Prompt payment terms:  
**0% Net 30 Days.**

- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.  
**Hassett & Willis Associates, LLC will accept Government purchase cards for orders below the micro-purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.  
**Hassett & Willis Associates, LLC will not accept Government purchase cards for above the micro-purchase threshold.**
10. Foreign items (list items by country of origin).  
**Not applicable.**
- 11a. Time of delivery (Contractor insert number of days.)  
**As specified in individual Task Orders.**
- 11b. Expedited Delivery.  
**As specified in individual Task Orders.**
- 11c. Overnight and 2-day delivery  
**As specified in individual Task Orders.**
- 11d. Urgent Requirements  
**Contact the Contractor to meet delivery of urgent requirements.**
- 12 F.O.B. point(s).  
**Not applicable.**
- 13a. Ordering address(es).  
Delivery by mail:  
**Hassett & Willis Associates, LLC  
1100 New York Avenue, NW, Suite 250W  
Washington, DC 20005  
Attention: Wayne Willis, Partner**
- Delivery electronically by email:  
[wwillis@hwcinc.com](mailto:wwillis@hwcinc.com)
- Delivery by fax:  
**Wayne Willis, Partner  
202-315-3964**
- 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. A sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. Payment address(es).  
**Hassett & Willis Associates, LLC**  
**1100 New York Avenue, NW, Suite 250W**  
**Washington, DC 20005**
15. Warranty provision.  
**Hassett & Willis Associates, LLC warrants that all labor provided will meet the minimum education and experience requirements set forth in the awarded GSA Schedule Pricelist.**
16. Export packing charges, if applicable.  
**Not applicable.**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).  
**Government purchase cards will be accepted for all orders.**
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).  
**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 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/](http://www.Section508.gov/).

**Not applicable.**

25. Data Universal Number System (DUNS) number.  
**60-238-9681**

26. Notification regarding registration in the System for Award Management (SAM) .gov database.  
**Contractor is registered.**  
**Cage Code: 43QD5**

## LABOR CATEGORY DESCRIPTIONS

### PRINCIPAL CONSULTANT

**Functional Responsibilities:** Experience includes leading large and/or complex project teams and providing services in one or more relevant service areas, including: consulting services, communications, advertising, marketing, public relations facilitation services, training services, program integration and project management services, and alternative dispute resolution services. Expert in the use of relevant analytical, methodological, and management tools needed to organize, perform, and deliver the services being provided. This position is responsible for planning and delivering the relevant set of services. In this role, this person understands the customer requirements, translates those requirements into plans for performing services, supervises the performance of services, performs services, provides advice and counsel, and provides quality control and oversight. Under circumstances in which the project allows (such as the services being relatively straightforward), this position may delegate a portion of this role to the Senior Consultant, while retaining overall responsibility for the services being provided.

**Minimum Experience:** 5 years of relevant experience.

**Minimum Education:** Masters degree in a relevant field such as business administration, public policy, economics, communications, planning, statistics, organizational development, psychology, or related discipline.

### SENIOR CONSULTANT

**Functional Responsibilities:** Experience includes assisting in leading project teams and providing services in one or more relevant service areas, including: consulting services, communications, advertising, marketing, public relations, facilitation services, training services, program integration and project management services, and alternative dispute resolution services. Proficient in the use of relevant analytical, methodological, and management tools needed to organize, perform, and deliver the services being provided. For large and complex requirements, this position assists the Principal Consultant. For smaller and/or more straightforward requirements, this position may have lead responsibility for planning and delivering the relevant set of services, with review by the Principal Consultant. In this role, this person understands customer requirements, translates those requirements into plans for performing services, super supervises the performance of services, performs services, provides advice and counsel, and provides quality control and oversight.

**Minimum Experience:** 5 years of relevant experience.

**Minimum Education:** Bachelor's Degree in a relevant field such as business administration, public policy, economics, communications, planning, statistics, organizational development, psychology, or related discipline.

### CONSULTANT

**Functional Responsibilities:** Experience includes working on project teams to provide services in one or more relevant service areas, including: consulting services, communications, advertising, marketing, public relations, facilitation services, training services, program integration and project management services, and alternative dispute resolution services. With direction from project leaders, capable of using relevant analytical, methodological, and management tools needed to organize, perform, and deliver the services being provided. With direction from project leaders, perform tasks, including: collection of quantitative and qualitative data from public sources, experts, and other sources, analysis and assessment of qualitative and quantitative data, writing of methods, approaches, summaries, evaluations and results, research on relevant topics to support the services being provided, and presentations for the relevant set of services. This position may assist in organizing subtask approaches and schedules with direction from, and under the supervision of project leaders. Reports to the Principal or Senior Consultant.

**Minimum Experience:** 3 years of relevant work experience

**Minimum Education:** Bachelor's degree in a relevant field such as business administration, public policy, economics, communications, planning, statistics, organizational development, psychology, or related discipline.\*

\*Additional 5 years of direct related experience may be substituted in lieu of a Bachelor's degree

## **JUNIOR CONSULTANT**

**Functional Responsibilities:** Experience includes working on project teams to provide services in one or more of the relevant services areas, including: consulting services, communications, facilitation services, advertising, marketing, public relations, training services, program integration and project management services, and alternative dispute resolution services. Under direction from project leaders, capable of assisting in the use of relevant analytical, methodological, and management tools needed to organize, perform, and deliver the services being provided. With direction from project leaders, assists in performing tasks on a closely directed basis, including collection of quantitative and qualitative data, analysis and assessment of quantitative and qualitative data, writing of drafts of methods, approaches, summaries, evaluation and results, and research for the relevant set of services.

**Minimum Experience:** 2 years of relevant work experience

**Minimum Education:** Bachelor's degree in a relevant field such as business administration, public policy, economics, communications, planning, statistics, organizational development, psychology, or related discipline.\*

\*Additional 5 years of direct related experience may be substituted in lieu of a Bachelor's degree

## **TRAINING SPECIALIST**

**Functional Responsibilities:** As a junior staff person, this position has limited fulltime work experience, which may include working on project teams to provide relevant services. With close supervision from project leaders and more senior project team member on all types of Business, Marketing and Advertising projects in which they are capable of assisting in data collection, analysis, and writing. Works under close supervision of more senior staff. Assists with data collection, including obtaining publicly available information and assembling the data into useful forms. May also assist with analysis and writing.

**Minimum Experience:** 0-1 year

**Minimum Education:** Bachelor's degree in a relevant field such as business administration, public policy, economics, communications, planning, statistics, organizational development, psychology, or related discipline.\*

\*Additional 5 years of direct related experience may be substituted in lieu of a Bachelor's degree

**PSS PRICE LIST**

Special Item Numbers	Labor Category	PSS Labor Rates				
		Mar 6, 2013 to Mar 5, 2014	Mar 6, 2014 to Mar 5, 2015	Mar 6 2015 to Mar 5, 2016	Mar 6 2016 to Mar 5, 2017	Mar 6 2017 to Mar 5, 2018
874-1 874-7 541-5	Principal Consultant	\$196.35	\$200.28	\$204.28	\$208.37	\$212.54
874-1 874-7 541-5	Senior Consultant	\$179.87	\$183.46	\$187.13	\$190.88	\$194.69
874-1 874-7 541-5	Consultant	\$147.94	\$150.90	\$153.92	\$157.00	\$160.14
874-1 874-7 541-5	Junior Consultant	\$136.28	\$139.01	\$141.79	\$144.62	\$147.52
874-1 874-7 541-5	Training Specialist	\$101.29	\$103.31	\$105.38	\$107.49	\$109.64

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.