



General Services Administration



Federal Supply Service Authorized Federal Supply Schedule Price List Federal Supply Group: Professional Services

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: **GSA Advantage.gov**.

Multiple Award Schedule (MAS)

Contract Number: **GS-10F-0156V (TF0156V)**
Contract Period: **April 27, 2009 - April 26, 2024**
Effective as date of: **Modification #PS-0032 on December 14, 2021**

Contractor:	Savan Group, LLC (D.B.A.) Savan Group 1765 GREENSBORO STATION PLACE SUITE 900 TOWER 1 Mclean, VA 22102 3470
Business Size:	Small, Disadvantaged Business
Telephone:	(571) 527-0901
FAX Number:	(866) 819-5191
Web Site:	www.savangroup.com
E-mail:	vmajmudar@savangroup.com
Contract Administration:	Veeral Majmudar

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Table of Contents

I. Savan Group Corporate Overview.....	1
II. Customer Information	2
III. Ordering.....	4

I. Savan Group Corporate Overview

Savan Group, LLC is a data and information management-focused firm that is a trusted partner to public sector clients, helping them solve their most critical management and operational challenges with sustainable success that is uniquely tailored to their environment. Savan Group specializes in information management, data science, data & cyber security, and mission support services. Savan Group is headquartered in Tysons, Virginia and holds several prime contract vehicles focused on Information Technology, Professional & Support Services, and Records Management Solutions.

Service Lines

Information Management

Information is the lifeblood of any organization. Savan Group's Information Management service line combines a full understanding of the information management lifecycle with proven techniques for identifying and understanding how to leverage your information across the organization. Information Governance

- Information Workflow
- Content Management
- eRecords Management
- FOIA & Disclosure

Data Science

Move faster. Achieve more. Savan Group's Data Science service line provides a process-oriented approach to leveraging data as a strategic asset. We bring proven practices to ensure data timelessness, accuracy, and value to take your organization to the next level Data Management & Strategy

- Data Analytics
- Artificial Intelligence & Natural Language Processing
- Data Extraction
- Data Visualization

Cyber and Data Security

You're only as strong as your most vulnerable data. Savan Group's Cybersecurity service line focuses on ensuring the integrity, confidentiality, and availability of your information. Considering our global reliance on technology, we apply risk mitigation best practices and a full knowledge of data-protection regulations to ensure the security and health of your sensitive information.:

- Privacy
- Data Loss Prevention
- Controlled Unclassified Information

Mission Support

Seeing the big picture isn't easy. We can help. Savan Group's Mission Support service line combines a holistic understanding of the mission with a strategic approach to enable change and address challenges in all levels of an organization.

- Project Management Office (PMO)
- IT Health
- Change Management & Strategic Communications
- CXO Advisory
- Policy & Technical Regulatory Analysis

For more information, please contact Veeral Majmudar, President and CEO, at (703) 672-0010 or vmajmudar@savangroup.com.

II. Customer Information

- 1a. Table of **Awarded Special Item Numbers** with appropriate cross-reference to item descriptions and awarded price(s).

SIN	Recovery	SIN Description
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order-Level Materials (OLM)

SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services - Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. *Personal services as defined in FAR 37.104 are prohibited.*

SIN OLM: Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line-Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed- Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order. *The Maximum Order Threshold for the OLM SINs is \$100,000.*

1b. **Price List:** Please see Appendix A for Price List

1c. **Labor Category Descriptions:** Please see Appendix B for Labor Category Descriptions

2. Maximum order. \$1,000,000.00
3. Minimum order. \$300.00
4. Geographic coverage (delivery area): Domestic 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: Government Net Prices (discounts already deducted.)
7. Quantity discounts. None.
8. Prompt payment terms: N/A, [Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions]
9. Foreign items (list items by country of origin). None.
- 10a. Time of delivery: Specified on the Task Order
- 10b. Expedited Delivery. As negotiated with ordering activity.
- 10c. 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
- 10d. 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 faster delivery: Contact Contractor
11. F.O.B. point(s): Destination.
- 12a. Ordering address: Same as Contractor
- 12b. 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.
13. Payment address: *Same as company address*
14. Warranty provision: *Contractor's standard commercial warranty.*
15. Export packing charges, if applicable: *Not applicable.*
16. Terms and conditions of rental, maintenance, and repair (if applicable). *Not applicable.*
17. Terms and conditions of installation (if applicable). *Not applicable.*
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). *Not applicable.*
- 18b. Terms and conditions for any other services (if applicable). *Not applicable.*
19. List of service and distribution points (if applicable). *Not applicable.*
20. List of participating dealers (if applicable). *Not applicable.*
21. Preventive maintenance (if applicable). *Not applicable.*
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). *Not applicable.*
- 22b. 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/. *Not applicable.*
23. Unique Entity Identifier (UEI) Number. 788059488
24. Notification regarding registration in System for Award Management (SAM) database: *Registered*

III. Ordering

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

The point of contact is Veeral Majmudar, President. If additional information is needed, please contact him at 703.855.6319 or vmajmudar@savangroup.com.

Savan Group, LLC (D.B.A.) Savan Group
1850 Towers Crescent Plaza | Suite 500
Tysons, VA 22182
(P) (703) 672-0010 (F) (866) 819-5191
www.savangroup.com

DUNS No.: 788059488
Business Size: Small Business
Classification: Minority Owned, Disadvantaged
MAS Schedule No.: GS-10F-0156V (formerly PSS)

I. Appendix A

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Table 1: Savan Group - Awarded Prices (04/27/2019-04/26/2024)

Labor Category SIN 541611, OLM	4/27/2019 4/26/2020	4/27/2020 4/26/2021	4/27/2021 12/13/2021	12/14/2021 4/26/2022	4/27/2022 4/26/2023	4/27/2023 4/26/2024
Partner	181.85	181.85	181.85	209.14	214.16	219.30
Associate	143.57	143.57	143.57	165.12	169.08	173.14
Senior Consultant	114.86	114.86	114.86	132.10	135.27	138.52
Consultant	95.71	95.71	95.71	110.08	112.72	115.42
Analyst	76.57	76.57	76.57	88.06	90.17	92.34
Documentation Specialist	108.30	108.30	108.30	124.55	127.54	130.60
Senior Records Manager	88.53	88.53	88.53	101.81	104.26	106.76
Records Task Manager	78.48	78.48	78.48	90.25	92.41	94.63
Senior Records Clerk	53.12	53.12	53.12	61.10	62.56	64.07
Records Clerk	44.03	44.03	44.03	50.63	51.84	53.09
Project Manager	114.72	114.72	114.72	131.94	135.11	138.35
Program Manager	145.29	145.29	145.29	167.09	171.10	175.21
Engineer Task Manager	115.57	115.57	115.57	132.92	136.11	139.37
Engineer Field Auditor	95.47	95.47	95.47	109.79	112.43	115.13

V. Appendix B

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

The following experience substitution criteria in lieu of education requirements as listed below:

Table 3: Savan Group - Education Requirements and Substitutions

Education Requirement	Substitutions of Equivalent Experience
Bachelor's Degree	High school diploma + 4 years additional relevant experience OR Associate degree + 2 years additional relevant experience
Master's Degree	High school diploma + 6 years additional relevant experience OR Bachelor's degree + 2 years additional relevant experience
PhD	High school diploma + 10 years additional relevant experience OR Bachelor's degree + 8 years additional relevant experience OR Master's degree + 4 years additional relevant experience

Table 4: Savan Group - Labor Category Descriptions

Labor Category	Descriptions
Partner	Executive level manager with extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. <u>Requires minimum Bachelor's Degree and 10 years' experience.</u>
Associate	Senior level manager with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. <u>Requires minimum Bachelor's Degree and 6 years' experience.</u>
Senior Consultant	Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting

interviews, gathering data, and developing recommendations in support of project objectives. Requires minimum Bachelor's Degree and 4 years' experience.

Consultant	Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Conducts activities in support of project team's objectives. Works closely with Consultants, Task Leads, or Project Manager. <u>Requires minimum Bachelor's Degree and 3 years' experience.</u>
Analyst	Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. <u>Requires minimum Bachelor's Degree only.</u>
Documentation Specialist	Supports the development and alteration of business practices in conjunction with the creation of an information technology (IT) system. Gather, analyze, and compose functional and technical information. Conduct research and ensures the use of proper technical terminology. Translate technical information into clear, readable documents to be used by technical and non-technical personnel. Maintain a current internal documentation library. Provide or coordinate special documentation services as required. Competent to work at the highest level of all phases of documentation. May act as project leader for large jobs. <u>Requires minimum Bachelor's Degree and 6 years' experience. Associate's degree +8 years relevant experience may be substituted for education/experience requirement.</u>
Senior Records Manager	Provides records management policy expertise and/or leads or participates in large records management tasks which are complex and require extensive experience. Apply disposition authorities to records and prepare records for transfer. Supervise other records staff and coordinate tasks with project leadership. Perform duties of all supervised staff as needed. <u>Requires minimum Bachelor's Degree, professional certification, and 6 years' experience.</u>
Records Task Manager	Responsible for the day-to-day management of a functional records management project. Apply disposition authorities to records and prepare records for transfer. Supervise records staff and coordinate tasks with ORMP Project Manager and Savan Group Project Manager. Prepare statistical and written reports to track progress of project and brief ORMP on progress as needed. Perform duties of all supervised staff as needed. <u>Requires minimum Associate's Degree and 3 years' experience.</u>
Senior Records Clerk	Supports ongoing records management tasks which require significant industry or institutional experience. Apply disposition authorities to records and prepare records for transfer. Supervise records staff as required. Remove records from staff offices and place records in boxes. Prepare preliminary box list. Conduct a box by box review to verify contents and required information against label. Separate classified material and mark as classified. Arrange files within each box and clean them, removing all bindings. Create folder title list for each box and prep them for transport. Carry out additional duties as assigned. <u>Requires minimum High School Degree and 4 years' experience.</u>

<p>Records Clerk</p>	<p>Supports ongoing records management tasks which do not require significant experience. Remove records from staff offices and place records in boxes. Prepare preliminary box list. Conduct a box-by-box review to verify contents and required information against label. Separate classified material and mark as classified. Arrange files within each box and clean them, removing all bindings. Create folder title list for each box and prep them for transport. Carry out additional duties as assigned. <u>Requires minimum High School Degree and 3 years' experience.</u></p>
<p>Project Manager</p>	<p>Leads project communication and manages records management personnel and project schedule for a project of 2 or more practitioners. Responsible for contract management and program oversight, including risk and quality management. Develop project reports, invoices, and other documents. <u>Requires minimum Bachelor's Degree and 4 years' experience.</u></p>
<p>Program Manager</p>	<p>Performs day-to-day management of operations for a project of 10 or more practitioners or multiple projects and groups of personnel at multiple locations. Organize, direct, and coordinate the planning and production of all contract support activities. Demonstrate written and oral communication skills. Establish and alter (as necessary) corporate management structure to direct effective contract support activities. <u>Requires minimum Master's Degree, professional certification, and 10 years' experience or Bachelor's degree and 12 years' relevant experience and professional certification may be substituted for education/experience requirement.</u></p>
<p>Engineer Task Manager</p>	<p>Performs day-to-day management of operations for a project of limited complexity. Execute project activities and make changes to project plans. Responsibilities include scope definition and management and planning of design integration and evaluation. Provide leadership, direction, and vision in support and deployment of programs. Assume responsibility and works autonomously in a professional manner. Assume management responsibilities if required. <u>Requires minimum Bachelor's Degree and 10 years' experience.</u></p>
<p>Engineer Field Auditor</p>	<p>Performs field inspections of physical facilities requiring knowledge of structural engineering or other technical expertise. Responsibilities include planning and execution of key project activities. <u>Requires minimum Bachelor's Degree and 6 years' experience.</u></p>