



J. M. Neil & Associates, Inc.

2755 Cantrell Road

Harrisonville, MO 64701-4004

gsa@jmneil.com

A Certified, Woman-Owned Small Business (WOSB)

(816) 941-4997 --Local Phone

(816) 941-4531 -- (Fax)

**SCHEDULE 00CORP – Professional Services
Schedule (PSS) Authorized Federal Supply Schedule**

Contract # [GS-10F-0275R](#)

Contract Period: [April 6, 2005](#) through [April 5, 2020](#)

Pricelist Version: [PA-0029](#), dated [July 11, 2018](#)

DUNS: [156418386](#)

Web: <http://jmneil.com/>

Business Size: [Woman Owned Small Business](#)

SPECIAL ITEM NUMBERS:

00CORP 500/00CORP 500RC - ORDER-LEVEL MATERIALS (OLMS)

874-501/RC - SUPPLY AND VALUE CHAIN MANAGEMENT

874-503/RC - DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES

874-504/RC - DEPLOYMENT LOGISTICS

**874-507/RC - OPERATIONS & MAINTENANCE LOGISTICS MANAGEMENT AND
SUPPORT SERVICES**

Contact for Contract Administration:

Colleen Ellis, CPC | President/CEO | 816.941.4997 | cellis@jmneil.com

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.gsadvantage.gov>.

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

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J.M. NEIL & ASSOCIATES, Government Clients

The J. M. Neil & Associates Office Team
Serving Our PSS Customers

J. M. Neil & Associates, Inc.

J. M. Neil & Associates, Inc., is a small, woman-owned company with extensive experience in government contracting in both labor hour and firm-fixed price contracts. We meet local prevailing wages. Prices listed are the ceiling prices for high wage geographic areas. Prices may be discounted in other locations.

Check out our website at <http://www.jmneil.com/> to learn more about our capabilities, experience and qualifications to provide you first-rate employees for logistics, supply-chain management, acquisition logistics and support services.

PROFESSIONAL ASSOCIATIONS AND CERTIFICATIONS

National Contract Management Association (NCMA)
National Association of Personnel Services (NAPS)
National Association of Personnel Consultants (NAPC)
Kansas City Chamber of Commerce (KCCC)
Kansas City Council of Women business Owners (KCCWBO) Charter Member

Women Impacting Public Policy (WIPP) Charter Member

CERTIFIED BY THE:

National Women Business Owners Corporation (NWBOC) WOSB/EDWOSB
Women's Business Enterprise National Council (WBENC)
Women's Business Enterprise, (WBE) State of Missouri
Women's Business Enterprise, (WBE) City of Kansas City, Missouri

RECOGNITION AND HONORS

Colleen Ellis, President/CEO

J.M. Neil is a full service staffing and personnel consulting agency with a 30-year award winning track record as a global provider of IT and Network Services solutions. We deliver best practices, both in recruiting and in staff management, specializing in technical, scientific, network, administrative and engineering fields.

Under Colleen leadership, mentoring and success in staffing and outsourcing she maintains excellence and is passionate about delivering and exceeding expectations.

Our Honors and Certifications

2017

Enterprising Woman of the Year Award, by Enterprising Women Magazine.
Presented to Women entrepreneurs who have excelled in the management of a growth-oriented business, successfully overcome challenges and demonstrated a dedication to supporting women in business and to the community betterment.

2016

“2016 Missouri Governor’s Woman-owned Small Business of the Year Award” Honoree for Economic Development, Minority or Woman-owned Business of the Year

“WBE’s Who Rock” award from the Minority Business Enterprise (MBE) Magazine 2016

2014

Kansas City Business Journal Top Area Women-Owned Businesses

2013

Ingram’s Top Area Staffing Agencies

2011

Ingram’s Top Area Staffing Agencies

2010

Recognized for long term success in being named a Top 10 All-Time Winner of Ingram’s Corporate Report 100

Helzberg Entrepreneurial Mentorship Program – dedicated to strengthening entrepreneurial leaders through excellence in mentoring

Selected by Ingram's as one of the "2010 Best Companies to Work For – Finalist" because of employee empowerment with balanced work lives.

Top 10 All-Time Winner of Ingram's Corporate Report

2009

Received the "Women Who Mean Business Award" from Kansas City Business Journal in recognition of significant contributions made to business in Kansas City.

Ingram's Best Companies to Work for Finalist , Employee empowerment with balanced work lives

2007

Ingram's Corporate Report 100, Kansas City Areas Fastest-Growing Companies

2006

Ingram's, Top Ten Small Business'

2005

Ingram's, Top Ten Small Business'

2004

Ingram's, Top Ten Small Business'

2003

Ingram's, Top Ten Small Business'

2002

Kansas City Chamber, Top Ten Small Business of the Year

Memberships

GSA  **Schedule**

KC **CHAMBER**
TM

FOR A GREATER KANSAS CITY
MEMBER

naps **360**
YOUR RECRUITING
COMMUNITY

NCMA
NATIONAL CONTRACT MANAGEMENT ASSOCIATION

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

SIN	Description
874-501/RC	Supply and Value Chain Management
874-503/RC	Distribution and Transportation Logistics Services
874-504/RC	Deployment Logistics
874-507/RC	Operations & Maintenance Logistics Management and Support Services

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

Not Applicable. Services Only.

1c. HOURLY RATES: (Services Only):

Labor Category	SCA	Year 13	Year 14	Year 15
Administrative Support	No	\$27.45	\$28.00	\$28.56
Administrative Support II	No	\$31.08	\$31.70	\$32.34
Administrative Support III	No	\$34.82	\$35.51	\$36.22
Administrative Support IV	No	\$39.73	\$40.53	\$41.34
Business Analyst I	No	\$35.94	\$36.66	\$37.40
Business Analyst II	No	\$44.45	\$45.34	\$46.25
Business Analyst III	No	\$52.59	\$53.65	\$54.72
Business Analyst IV	No	\$60.74	\$61.96	\$63.20
Business Specialist I	No	\$38.60	\$39.37	\$40.16
Business Specialist II	No	\$44.45	\$45.34	\$46.25
Business Specialist III	No	\$55.25	\$56.35	\$57.48
Business Specialist IV	No	\$62.03	\$63.27	\$64.53
Procurement Manager	No	\$63.62	\$64.89	\$66.19
Procurement Specialist I	No	\$43.87	\$44.75	\$45.64
Procurement Specialist II	No	\$48.45	\$49.42	\$50.41
Procurement Specialist III	No	\$53.05	\$54.11	\$55.19
Program/Project Manager I	No	\$63.66	\$64.94	\$66.23

Labor Category	SCA	Year 13	Year 14	Year 15
Program/Project Manager II	No	\$69.77	\$71.17	\$72.59
Systems Analyst I	No	\$56.46	\$57.59	\$58.74
Systems Analyst II	No	\$62.81	\$64.07	\$65.35
Systems Analyst III	No	\$63.66	\$64.94	\$66.23
Engineering Technician I	Yes	\$37.60	\$38.35	\$39.12
Engineering Technician II	Yes	\$45.55	\$46.46	\$47.39
Engineering Technician III	Yes	\$49.90	\$50.90	\$51.91
Engineering Technician IV	Yes	\$51.84	\$52.88	\$53.93
Engineering Technician V	Yes	\$55.11	\$56.21	\$57.33
Order Filler	Yes	\$26.55	\$27.08	\$27.62
Secretary I	Yes	\$30.10	\$30.70	\$31.31
Secretary II	Yes	\$33.18	\$33.85	\$34.52
Secretary III	Yes	\$34.23	\$34.92	\$35.62
Secretary IV	Yes	\$37.97	\$38.73	\$39.50
Secretary V	Yes	\$41.02	\$41.84	\$42.67
Shipping Packer	Yes	\$32.02	\$32.66	\$33.31
Shipping/Receiving Clerk	Yes	\$32.02	\$32.66	\$33.31
Supply Technician	Yes	\$37.97	\$38.73	\$39.50
Technical Writer I	Yes	\$52.48	\$53.53	\$54.60
Travel Clerk I	Yes	\$24.70	\$25.20	\$25.70
Travel Clerk II	Yes	\$26.84	\$27.37	\$27.92
Travel Clerk III	Yes	\$29.23	\$29.81	\$30.41
Warehouse Specialist	Yes	\$32.99	\$33.65	\$34.33

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA MATRIX

J. M. Neil & Associates, Inc. verifies the following cross-references of offered labor categories to the corresponding labor categories and occupational codes (All offered titles are the same as the SCA titles):

Labor Category (SCA)	SCA Occupational Code	WD Number
Engineering Technician I	30081	05-2543 REV 16
Engineering Technician II	30082	05-2543 REV 16
Engineering Technician III	30083	05-2543 REV 16
Engineering Technician IV	30084	05-2543 REV 16
Engineering Technician V	30085	05-2543 REV 16
Order Filler	21071	05-2543 REV 16
Secretary I	01311	05-2543 REV 16
Secretary II	01312	05-2543 REV 16
Secretary III	01313	05-2543 REV 16
Secretary IV	01314	05-2543 REV 16
Secretary V	01315	05-2543 REV 16
Shipping Packer	21130	05-2543 REV 16
Shipping/Receiving Clerk	21110	05-2543 REV 16
Supply Technician	01410	05-2543 REV 16
Technical Writer I	30461	05-2543 REV 16
Travel Clerk I	01531	05-2543 REV 16
Travel Clerk II	01532	05-2543 REV 16
Travel Clerk III	01533	05-2543 REV 16
Warehouse Specialist	21410	05-2543 REV 16

LABOR CATEGORY JOB DESCRIPTIONS

Administrative Support I:

Provide support to management, including scheduling, planning, providing document, making appointments. Entry level, HS diploma

Administrative Support II:

Provides clerical support for project staff using commercial software packages, maintaining project records and providing reception duties and control records of incoming correspondence.

Associates Degree and 2 years of administrative experience. OR equivalent education and experience.

Administrative Support III:

Serves as executive assistant to Program or Project Manager. Maintains schedule, filing correspondence of assigned manager. Serves as office manager and provides clerical support using commercial software. Bachelor's Degree and 5 years of experience.

Administrative Support IV:

Serves as executive assistant to Program or Project Manager. Maintains schedule, filing and correspondence of assigned manager. Serves as office manager and provides clerical support using commercial software. Bachelor's Degree and 6 years of experience, or equivalent education and experience.

Business Analyst I

Defines client's problems and translates them into program specifications (problems and objectives) and design solutions. These specifications and solutions are then usually passed to Business Analyst IV or Project Manager. Bachelor's Degree and 1 year of experience.

Business Analyst II

Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system. Writes detailed description of user needs, program

functions, and steps required to develop or modify computer program. Bachelor's Degree and 2 years experience.

Business Analyst III

Serves as lead computer automation expert for the research, design, development experience and implementation of logistic system process automation. Directs technical efforts of all systems analysts. Bachelor's Degree and 4 years experience.

Business Analyst IV

Senior analyst directs all tasks for business analysis of business process. Master's Degree and 6 years experience.

Business Specialist I

Defines clients' problems and translates them into program specifications (problem and objectives) and design solutions. These specification solutions are then usually passed to the Project Manager. Bachelor's and 2 years experience or education & experience.

Business Specialist II

Analyzes user requirements, procedures, and problems to identify areas in existing processes needing improvement. Writes detailed description of user needs, program functions, and steps required to develop or modify process. Studies existing information processing systems to evaluate effectiveness. Bachelor's Degree and 3 years of experience or equivalent combination of E&E

Business Specialist III

Higher level of responsibility and leadership, responsible for recommending actions on written reports and providing guidance for process users. Bachelor's Degree and 4 years of experience or equivalent combination of E&E.

Business Specialist IV

Works independently, reviewing, studying and writing reports, applying results of analysis and directing other specialists or analysts. Bachelor's Degree and 6 years of experience or equivalent E&E.

Engineering Technician I

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: Gathers and maintains specified records of engineering data such as tests, drawings, etc. Bachelor's Degree or equivalent E & E

Engineering Technician II

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical work is reviewed on completion; non-routine work may also be reviewed in progress. Bachelor's degree and 2 years experience, or equivalent E&E

Engineering Technician III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed. Bachelor's degree and 3 years experience, or equivalent E&E

Engineering Technician IV

Performs non-routine assignments of substantial variety and complexity, using operational precedents, which are not fully applicable. May also plan such assignments. Bachelor's degree and 4 years experience, or equivalent E&E

Engineering Technician V

Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Bachelor's degree and 5 years experience, or equivalent E&E

Order Filler

Accepts telephone orders, fills out order form, obtains merchandise from shelves or bins, calculates costs, place order on conveyor belt. H. S. diploma or equivalent

Procurement Manager

Provides oversight and leadership to team of procurement specialists. Possesses experience in management and skills, knowledge and abilities required for researching, leading, managing and training. Bachelor's degree and 10 years experience in procurement and purchasing activities, or combination of E & E.

Procurement Specialist I

Entry-level position. Responsible for determining requirements and preparing documentation with supervision for acquisitions. Works under supervision. Bachelors; degree with general knowledge of procurement terms and process.

Procurement Specialist II

More specialized knowledge, skills and abilities. Familiar with more complex issues and can work with supervision. Bachelor's degree and 2 years experience in acquisitions procurement activity.

Procurement Specialist III

Advanced level of procurement activity, skills and abilities. Works with direction. Bachelor's degree and 4 years experience in acquisitions procurement or E&E.

Program/Project Manager I

Overall responsibility for completion of assigned tasks, deliverables and schedule. Bachelor's degree and 6 years of management experience, or equivalent combination

Program/Project Manager II

Senior position in large program/project management situation. Oversees project manager and has less direct involvement in day-to-day operations. Directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Bachelors' Degree and 8 years of management experience or E & E.

Secretary I

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Bachelor's degree or equivalent combination of E&E.

Secretary II

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Works fairly independently, receiving a minimum of detailed supervision and guidance. Bachelor's degree and 2 years experience, or equivalent combination.

Secretary III

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Bachelor's degree and 4 years experience or combination education and experience.

Secretary IV

Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Bachelor's degree and 5 years experience, or combination of equivalent education and experience

Secretary V

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Handles a wide variety of situations and conflicts involving the clerical or administrative functions, relieving

managers of admin responsibility, decisions, deadlines. Bachelor's degree and 6 years experience, or equivalent E&E.

Systems Analyst I

Provides support for the design and installation of automation projects for logistics processes. A. A. degree and 1 year experience

Systems Analyst II

Serves as automation expert for the research, design, development and implementation of process automation. May direct technical efforts of other system analysts. Capable of designing and installing automation projects on less complex, logistic processes, Bachelor's Degree and 1 years experience

Systems Analyst III

Serves as lead computer automation expert for the research, design, development and implementation of logistic system process automation. Directs technical efforts of all systems analysts. Bachelor's Degree and 4 years of experience or equivalent combination of E&E

Shipping Packer

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment H.S. diploma

Shipping Receiving Clerk

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. Keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties. H.S. diploma.

Supply Technician

Receives, stores, issues equipment, stores, stock, prepares reports, uses tools to uncrate goods. Fills orders, collects unusable goods for salvage. H.S. diploma and 2 years experience in warehouse, shipping/receiving, supply.

Technical Writer

Interprets technical specifications and requirements, writes procedures, instructions, and technical documents for procurement. Bachelor's degree and 6 years of experience in technical writing.

Travel Clerk I

Responsible for making of travel arrangements, using federal travel regulations. A. A. degree and training in Federal Travel Regulations.

Travel Clerk II

Makes Travel arrangements, prepares itineraries, files travel claims. Bachelor s Degree and 2 years experience or combination of education and experience.

Travel Clerk III

Responsible for scheduling and planning travel, making itineraries, determining best values, filing travel claims. Bachelor s Degree and 5 years experience, training in Federal Travel Regulations, or combination of education and experience.

Warehouse Specialist

As directed, performs a variety of warehousing duties, which require an understanding of the establishment s storage plan. H. S. Diploma and 1 year experience.

SERVICE CONTRACT ACT BENEFITS

Labor categories determined to be subject to the SCA receive the following benefits:

Health and Welfare fringe benefit, \$2.87 per hour, effective 6/1/05

Money can be used to purchase insurance

Saved to cover unpaid sick days

10 paid federal holidays annually

2 weeks vacation after completing one year of employment

NON-SERVICE CONTRACT ACT BENEFITS

Labor categories that do NOT fall under the scope of the Service Contract Act will receive the following benefits:

\$5.00 per hours Health and Welfare fringe Benefits

10 paid federal holidays annually

2 weeks vacation after completing one year of employment

<http://www.jmneil.com/openings.html>

J. M. Neil & Associates, Inc. is prepared to work with you in finding the most cost-effective methods of solving your logistics needs with high caliber employees.

2. MAXIMUM ORDER:

\$1,000,000

3. MINIMUM ORDER:

\$100.00

4. GEOGRAPHIC COVERAGE:

48 Contiguous states

5. POINT(S) OF PRODUCTION:

USA

6. DISCOUNT FROM LIST PRICES:

Prices are listed as GSA Net, Discount Deducted and IFF included.

7. QUANTITY DISCOUNT(S):

None

8. PROMPT PAYMENT TERMS:

Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9A. GOVERNMENT PURCHASE CARDS MUST BE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD.

J. M. Neil & Associates, Inc. accepts Government Purchase Cards at or below the micro-purchase threshold.

9B. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

J. M. Neil & Associates, Inc. accepts Government Purchase Cards above the micro-purchase threshold.

10. FOREIGN ITEMS:

N/A

11a. TIME OF DELIVERY:

To Be Negotiated at the Task Order Level.

11b. EXPEDITED DELIVERY:

To Be Negotiated at the Task Order Level.

11c. OVERNIGHT AND 2-DAY DELIVERY:

To Be Negotiated at the Task Order Level.

11d. 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:

Destination

13a. ORDERING ADDRESS:

J. M. Neil & Associates, Inc.
9734 Wornall Road
Kansas City, MO 64114

13b. ORDERING PROCEDURES:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3

14. PAYMENT ADDRESS:

9734 Wornall Road
Kansas City, MO 64114

15. WARRANTY PROVISION:

Standard Commercial Warranty

16. EXPORT PACKING CHARGES:

N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:

Contact Contractor

- 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
- 20a. 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
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):**
N/A
- 24b. SECTION 508 COMPLIANCE FOR EIT:**
The EIT Standards can be found at: www.section508.gov/
- 25. DUNS NUMBER:**
156418386
- 26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**
Contractor has an Active Registration in the SAM database.