



January 30, 2013

GSA, FAS, Management Services Center

Attn.: Kenny Yiu

[Kenny.yiu@gsa.gov](mailto:Kenny.yiu@gsa.gov)

400 15th Street SW (10QSAE)

Auburn, WA 98001-6599

Subject: Option to extend the term of the GSA Contract Number GS-10F-0295U

Reference: GSA Contract Number GS-10F-0295U

Clause I-FSS-163 Option to Extend the Term of the Contract (Evergreen)

Email Date from Linda Dunbar, Contracting Officer: 12/16/2012

Dear Mr. Yiu,

Enclosed please find Ace Info Solutions, Inc.'s (AceInfo) submission for the intention to extend the option of the current GSA Contract Number GS-10F-0295U. The following information is provided in response to the submission requirements for the extension (reference email above):

1. Commercial Sales Practices (CSP)
2. Price Reduction Clause
3. Disclosure of Terms and Conditions
4. Business Size Redetermination
5. Small Business Subcontracting Plan

Thank You,

A handwritten signature in blue ink, appearing to read "Jay Challa", is written over a horizontal line.

Jay Challa

Chairman and Chief Executive Officer (CEO)

Ace Info Solutions, Inc.



**1. Disclosure Commercial Sales Practices (CSPs)**

Ace Info Solutions, Inc. *affirms* there have been no changes to the most currently incorporated CSPs, and affirms that they are current, accurate, and complete.

**2. Disclosure Price Reduction Clause**

Ace Info Solutions, Inc. affirms that *the Price Reduction Clause discount* relationship(s) most recently negotiated for this contract has not changed and that the *commercial sales practices* and discounts upon which the contract award was predicated are current, accurate, and complete.

**3. Disclosure Terms and Conditions:**

Ace Info Solutions, Inc. affirms that the Terms and Conditions of the contract have not changed, and affirms that they are current, accurate, and complete

**4. Business Size Redetermination:**

Ace Info Solutions hereby represents that it is NOT a small business concern under NAICS Code 541611 assigned to contract GS-10F-0295U.

▪ AceInfo ensures:

- ✓ Ace Info's upload to GSA Advantage!® is current,
- ✓ All mandatory mass modifications have been reviewed and accepted,
- ✓ Business size on CCR matches Ace Info's current status.



February 28, 2013

GSA, FAS, Management Services Center

Attn.: Kenny Yiu

[Kenny.yiu@gsa.gov](mailto:Kenny.yiu@gsa.gov)

400 15th Street SW (10QSAE)

Auburn, WA 98001-6599

Subject: Option to extend the term of the GSA Contract Number GS-10F-0295U

**REVISION I**

Reference: GSA Contract Number GS-10F-0295U

Email dated 02/21/2013 from Mr. Kenny Yiu, Contract Specialist

Dear Mr. Yiu,

Response to your email dated February 21, 2013 is as follows:

1. *Because of new standard operating procedures, we now need a new actual Commercial Sales Practices (CSP) format for every major contract action such as this option. As a result, please fill in the attached CSP and price comparison spreadsheet. If your firm has a new commercial price list, then please provide a copy of it as well.*
  - Please see Attachment A – Commercial Sales Practices (CSP) Format and price comparison worksheet. Ace Info Solution, Inc. does not have a new commercial price list; the CSP attached is from AceInfo's original submission dated May 28, 2008.
2. *In the new subcontracting plan submitted, the dates of the base and option periods are currently incorrect because they actually refer to five year periods rather than one year periods. This means that the base period is really 7/15/08 - 7/14/13, option period 1 is 7/15/13 - 7/14/18, option period 2 is 7/15/18 - 7/14/23, and option period 3 is 7/15/23 - 7/14/28. There is no option period 4. As a result, the five separate amounts should actually be combined into one amount for option period 1 under each small business type. You will then need to add in amounts for option periods 2 and 3. The way that it was filled out in the subcontracting plan dated 5/28/08 that is currently incorporated into the contract right now is the correct way to do it. In fact, if your firm would like to save trouble, we can just bring this plan from 2008 forward because it is still effective as it has the goals for all of the option periods filled out and these goals still meet GSA's current subcontracting goals.*

**Restricted Data Notice**

The information (data) contained in these pages of this proposal or quotation constitutes a trade secret and/or information that is commercial or financial and confidential or privileged. It is furnished to the Government in confidence with the understanding that it will not, without permission of the offeror, be used or disclosed for other than evaluation purposes; provided, however, that in the event a contract is awarded on the basis of this proposal or quotation, the Government shall have the right to use and disclose the information (data) to the extent provided in the contract. This restriction does not limit the Government's right to use or disclose this information (data) if obtained from another source without restriction.





- AceInfo has reviewed the subcontracting plan submitted on May 28, 2008 and has determined that it is still valid. Therefore, per your recommendation, this subcontracting plan has been brought forward into this submission, please see Attachment B.
3. *In the labor category descriptions, what are the minimum years of experience required for the positions of Management Consultant I and Management Consultant II? Also, what is the equivalent number of years of experience that your firm uses to substitute for a bachelor's degree?*
- The minimum years of experience required for the position of Management Consultant I is 10 years of Management Consulting experience.
  - The minimum years of experience required for the position of Management Consultant II is 12 years of Management Consulting experience.
  - The Labor Category Descriptions matrix has been updated with above information, please see Attachment C.
4. *The labor category descriptions have been updated with this information, please see the labor categories of Management Assistant and Administrative Assistant appear to be Service Contract Act labor categories. Please review the descriptions under 01000 Administrative Support and Clerical Occupations in the attached SCA Directory of Occupations and see which, if any, of the descriptions / codes match up with the functional responsibilities of your firm's Management Assistant and Administrative Assistant.*
- The SCA Directory of Occupations has been reviewed and AceInfo concurs with the Government's assessment that not only does the Management Assistant and Administrative Assistant appear to be SCA labor categories but also Management Analyst. The Labor Category Descriptions matrix has been updated the requested SCA codes.
5. *Please accept the pending mass modification A302 - Schedule 874 Refresh 20 (MOBIS) that just came out on 2/15/13.*
- Mass modification A302 was accepted by John R. Hamilton, CFO, on February 21, 2013.
6. *Please confirm your firm's understanding that the minimum order threshold is now \$100 and not \$300 from original award and not \$44.49 as is listed in your firm's GSA Advantage file.*
- Ace Info Solutions, Inc. understands that the minimum order threshold is now \$100.

Please do not hesitate to contact Ace Info Solution, Inc. should you have any further questions, or require additional information.

Thank You,

Jay Challa  
Chairman and Chief Executive Officer (CEO)

Ace Info Solutions, Inc.

**Restricted Data Notice**

The information (data) contained in these pages of this proposal or quotation constitutes a trade secret and/or information that is commercial or financial and confidential or privileged. It is furnished to the Government in confidence with the understanding that it will not, without permission of the offeror, be used or disclosed for other than evaluation purposes; provided, however, that in the event a contract is awarded on the basis of this proposal or quotation, the Government shall have the right to use and disclose the information (data) to the extent provided in the contract. This restriction does not limit the Government's right to use or disclose this information (data) if obtained from another source without restriction.

## ATTACHMENT A

### COMMERCIAL SALES PRACTICES FORMAT

Name of Offeror: Ace Info Solutions, Inc.

SIN(s): 874-1 and 874-7

Date: February 28, 2013

Note: Please refer to clause 552.212-70, PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE), for additional information concerning your offer. Provide the following information for each SIN (or group of SINs or SubSIN for which information is the same).

(1) Provide the dollar value of sales to the general public/state or local government at or based on market prices, cost build up or an established catalog or market price during the previous 12-month period or the offerors last fiscal year: \$ 0. State "beginning and ending" date of the 12-month period. Beginning 01/01/12 Ending 12/30/12. In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s). In the event sales are made only to state or local governments, identify such sales accordingly.

(2) Show your total projected annual sales to the Government under this contract for the contract term, excluding options, for each SIN offered. If you currently hold a Federal Supply Schedule contract for the SIN the total projected annual sales should be based on your most recent 12 months of sales under that contract.

SIN	\$	SIN	\$	SIN	\$
874-1	710,948.00				

(3) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), are the prices (discounts, concessions, terms and conditions in any combination) which you offer the Government equal to or better than that offered to any customer acquiring the same items regardless of quantity or terms and conditions? YES X NO \_\_\_\_\_. (See definition of "concession" and "discount" in 552.212-70.)

(4)(a) Based on your written pricing policies (standard commercial sales practices in the event you do not have written pricing policies), provide information as requested for each SIN (or group of SINs for which the information is the same). The information should be provided in the chart below or in an equivalent format developed by the offeror. Rows should be added to accommodate as many customers as required. **Sample "Most Favored Customer (MFC) pricing comparison spreadsheet (1-A or 1-B), attached.**

Column 1 – Customer	Column 2 – Price* (*Disclosures should be made on a separate sheet)	Column 3 – Quantity/Volume	Column 4 – Discounts, Concessions, Terms and Conditions
See Attached Spreadsheet	See Attached Spreadsheet	See Attached Spreadsheet	See Attached Spreadsheet

(b) Identify prices offered to GSA in response to this solicitation for services using the table below:

Column 5 – Price Offered to GSA	Column 6 – Unit of Issue (e.g., per hour, per day)	Column 7 – Quantity/Volume	Column 8 – Discount, Concessions, Terms and Conditions Offered to GSA
See Attached Spreadsheet	See Attached Spreadsheet	See Attached Spreadsheet	See Attached Spreadsheet

(c) Do any deviations from your written policies or standard commercial sales practices disclosed in the chart in paragraph 4(a) ever result in better prices than indicated? YES \_\_\_\_ NO X. If YES, explain deviations



# ATTACHMENT A

## PRICE COMPARISON

Ace Info Solutions Pricing Proposal											
SIN	Job Title	Minimum Education	Minimum Years of Experience	Commercial Price List (CPL)	Unit of Issue	Most Favored Customer (MFC)	Discount to MFC (%)	MFC Price	Discount % Offered to GSA (off CPL Prices)	Price Offered to GSA (w/o IFF)	Price Offered to GSA (w/ IFF)
874-1	Program Manager	BS degree or equivalent experience	10 years of Program Management expertise	\$125.00	Per hour	SRA	8%	\$115.59	9%	\$113.28	\$114.14
874-1	Project Manager	BS degree or equivalent experience	8 years of project management knowledge and expertise	\$113.00	Per hour	MBDA	8%	\$104.96	9%	\$102.86	\$103.64
874-1	Subject Matter Expert II	BS degree or equivalent experience	12 years of general experience supporting projects related to individual's subject matter expertise	\$140.00	Per hour	FAS	8%	\$130.22	9%	\$127.62	\$128.58
874-1	Subject Matter Expert I	BS degree or equivalent experience	10 years of general experience supporting projects related to individual's subject matter expertise	\$129.00	Per hour	Hyperion	8%	\$119.48	9%	\$117.09	\$117.97
874-1	Management Consultant II	BS degree or equivalent experience	12 years of Management Consulting experience	\$237.00	Per hour	Hyperion	8%	\$220.00	9%	\$215.60	\$217.23
874-1	Management Consultant I	BS degree or equivalent experience	10 years of Management Consulting experience	\$183.00	Per hour	Hyperion	8%	\$170.00	9%	\$166.60	\$167.86
874-1	Senior Analyst	BS degree or equivalent experience	9 years of progressive experience in business process modeling, business process mapping, business process improvement & reengineering.	\$113.00	Per hour	Govolution	8%	\$105.00	9%	\$102.90	\$103.68
874-1	Analyst	BS degree or equivalent experience	5 years of progressive experience in business process modeling, business process mapping, business process improvement & reengineering, and related management support	\$101.00	Per hour	SRA	7%	\$94.11	9%	\$92.23	\$92.93
874-1	Junior Analyst	BS degree or equivalent experience	2 years of experience and knowledge in business process and/or related management support or relevant technical discipline	\$75.00	Per hour	Govolution	7%	\$70.00	9%	\$68.60	\$69.12
874-1	Management Analyst	HS Diploma	3 years of experience with Microsoft Office Suite products (Word, Excel,	\$63.00	Per hour	EEL	9%	\$57.75	10%	\$56.60	\$57.03

Use or disclosure of information contained on this page is subject to the restrictions on the title page of this document.





# ATTACHMENT A

## PRICE COMPARISON

		equivalent experience	experience		hour							
874-7	Senior Analyst	BS degree or equivalent experience	9 years of progressive experience in business process modeling, business process mapping, business process improvement & reengineering.		Per hour	Govolution	8%	\$105.00	9%	\$102.90		\$103.68
874-7	Analyst	BS degree or equivalent experience	5 years of progressive experience in business process modeling, business process mapping, business process improvement & reengineering, and related management support		Per hour	SRA	7%	\$94.11	9%	\$92.23		\$92.93
874-7	Junior Analyst	BS degree or equivalent experience	2 years of experience and knowledge in business process and/or related management support or relevant technical discipline		Per hour	Govolution	7%	\$70.00	9%	\$68.60		\$69.12
874-7	Management Analyst	HS Diploma	3 years of experience with Microsoft Office Suite products (Word, Excel, PowerPoint); three (3) years of analytical skills utilizing either Access, Oracle or other similar applications		Per hour	EEI	9%	\$57.75	10%	\$56.60		\$57.03
874-7	Management Assistant	HS Diploma	2 years of experience with Microsoft Office Suite products (Word, Excel, PowerPoint); two (2) years of analytical skills utilizing either Access, Oracle or other similar applications.		Per hour	TSA	9%	\$43.06	10%	\$44.16		\$44.49
874-7	Administrative Assistant	HS Diploma	1 year of experience with Word and be familiar with Excel; one (1) year of general clerical skills and one (1) year of basic data entry skills utilizing Access, Oracle or other similar applications.		Per hour	TSA	9%	\$31.25	10%	\$30.72		\$30.95

\*Note: Include pricing for contractor facility/customer facility or domestic/overseas, as applicable

Use or disclosure of information contained on this page is subject to the restrictions on the title page of this document.

ATTACHMENT B

SUBCONTRACTING PLAN

*(Including Small, HUBZone small, small disadvantaged and women-owned small businesses)*

Company Name: Ace Info Solutions, Inc.

Address: 11490 Commerce Park Drive, Suite 140, Reston, VA 20191

Date Prepared: 05/28/2008 Contract Number: GS-10F-0295U

1. **Plan Type**

Individual

2. **Goals expressed in terms of percentage and dollar amount**

- A. Estimated dollar value of all planned subcontracting, (all types of business concerns) under this contract:

<u>Base</u>	<u>1<sup>st</sup> Option</u>	<u>2nd Option</u>	<u>3rd Option</u>
\$375,000	\$450,000	\$525,000	\$600,000
100%	100%	100%	100%

- B. Estimated dollar value and percentage of total planned subcontracting to small business concerns (HUBZone Small, Small Disadvantaged, and Women-owned Small Business)

<u>Base</u>	<u>1<sup>st</sup> Option</u>	<u>2nd Option</u>	<u>3rd Option</u>
\$150,000	\$180,000	\$210,000	\$240,000
40%	40%	40%	40%

- C. Estimated dollar value and percentage of total planned subcontracting to HUBZone small business concerns:

<u>Base</u>	<u>1<sup>st</sup> Option</u>	<u>2nd Option</u>	<u>3rd Option</u>
\$11,250	\$13,500	\$15,750	\$18,000
3%	3%	3%	3%

- D. Estimated dollar value and percentage of total planned subcontracting to Small Disadvantaged business concerns:

<u>Base</u>	<u>1<sup>st</sup> Option</u>	<u>2nd Option</u>	<u>3rd Option</u>
\$30,000	\$36,000	\$42,000	\$48,000
8%	8%	8%	8%

- E. Estimated dollar value and percentage of total planned subcontracting to Women Owned small business concerns:

<u>Base</u>	<u>1<sup>st</sup> Option</u>	<u>2nd Option</u>	<u>3rd Option</u>
\$18,750	\$22,500	\$26,250	\$30,000
5%	5%	5%	5%

- F. Estimated dollar value and percentage of total planned subcontracting to Veteran-Owned small business concerns is:

<u>Base</u>	<u>1<sup>st</sup> Option</u>	<u>2nd Option</u>	<u>3rd Option</u>
\$18,750	\$22,500	\$26,250	\$30,000
5%	5%	5%	5%

- G. Estimated dollar value and percentage of total planned subcontracting to Service Disabled Veteran-owned small business concerns.

<u>Base</u>	<u>1<sup>st</sup> Option</u>	<u>2nd Option</u>	<u>3rd Option</u>
\$11,250	\$13,500	\$15,750	\$18,000
3%	3%	3%	3%

- H. Anticipated Products and/or Services to be subcontracted under this contract. The TYPE will depend on the specific needs of the individual contract.

<u>Product/Service</u>	<u>SIC/NAICS</u>	<u>SB</u>	<u>HUBZ</u>	<u>SDB</u>	<u>WOSB</u>	<u>VO/SDVO</u>
Program Management, Consulting and Administrative Services	541611					

- H1. Method used to develop the subcontracting goals for all small business concerns is by discussion with GSA contracting officer and team members.
- H2. Product and service areas to be subcontracted will be established by need outside team expertise and will vary depending on the task order.

- H3. Capabilities of small business concerns will be determined by experience, credentials, reputation, and proximity to and knowledge of the project location.
- H4. Source lists to be used in the determination process are subject to the location of the project and the service required. Additional lists for consideration are:

AceInfo Sub Consultants  
Dunn & Bradstreet  
National Foundation of Women Business Owners  
Small Business Administration  
State Approved MBE, DBE, WBE and small businesses

- I. Indirect and overhead costs HAVE BEEN or X HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above. (Check one.)



### 3. Program Administrator

Name: Nar Koppula, PMP  
Title: President  
Position: Program Manager  
Address: 11490 Commerce Park Drive, Suite 140, Reston, VA 20191  
Telephone: 703-391-2800  
Duties: General overall responsibility for projects including Contractor's subcontracting program, e.g., developing, preparing, and executing individual subcontracting plans and monitoring performance relative to this particular plan. These duties may include, but are not limited to the following activities.

- A. Developing and promoting company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to small, HUBZone small, small disadvantaged, and women-owned small business concerns.
- B. Developing and maintaining bidders' lists of small, HUBZone small, small disadvantaged, and women-owned small business concerns from all possible sources.
- C. Ensuring periodic rotation of potential subcontractors on bidders' lists.
- D. Assuring that small, HUBZone small, small disadvantaged, and women-owned small business concerns are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
- E. Ensuring that subcontract procurement "packages" are designed to permit the maximum possible participation of small, HUBZone small, small disadvantaged, and women-owned small business concerns.
- F. Reviewing subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit small, HUBZone small, small disadvantaged, and women-owned small business participation.
- G. Ensuring that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by small, HUBZone small, small disadvantaged, and women-owned small business concerns.
- H. Overseeing the establishment and maintenance of contract and subcontract award records.
- I. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- J. Directly or indirectly counseling small, HUBZone small, small disadvantaged and women-owned small business concerns on subcontracting opportunities and how to prepare bids to the company.
- K. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small, HUBZone small, small disadvantaged, or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the contractor's subcontracting plan.
- L. Conducting or arranging training for purchasing personnel regarding the intent and impact of Public Law 95-907 on purchasing procedures.

- M. Developing and maintaining an incentive program for buyers that support the subcontracting program.
- N. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals.
- O. Preparing and submitting timely reports.
- P. Coordinating the company's activities during compliance reviews by federal agencies.

#### **4. Equitable Opportunity**

##### **A. Outreach efforts to obtain sources:**

- Contacting minority and small business trade associations
- Contacting business development organizations
- Requesting sources from the Small Business Administration's Procurement Marketing and Access Network (PRO-Net)

##### **B. Internal efforts to guide and encourage purchasing personnel:**

- Establishing, maintaining and using small, HUBZone small, small disadvantaged and women-owned business source lists, guides and other data for soliciting subcontracts
- Monitoring activities to evaluate compliance with the subcontracting plan

#### **5. Clause Inclusion and Flowdown**

AceInfo agrees that the clause "Utilization of Small Business Concerns", will be included and that the plans will be reviewed against the minimum requirements for such plans. The acceptability of percentage goals for small, HUBZone small, small disadvantaged and woman-owned small business concerns must be determined on a case-by-case basis depending on the supplies and services involved, the availability of potential small, HUBZone small, small disadvantaged, and women-owned small business subcontractors and prior experience.

#### **6. Reporting and Cooperation**

AceInfo agrees to cooperate in studies and or surveys that may be required; submit compliance reports.

#### **7. Record Keeping**

The following records will be maintained:

- Small, HUBZone small, small disadvantaged, and women-owned small business concern source lists, guides, and other data identifying such vendors.
- Organizations contacted for small, HUBZone small, small disadvantaged, and women-owned small business sources.
- On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 which indicate for each solicitation:
  - whether small business concerns were solicited, and if not, why not
  - whether HUBZone small business concerns were solicited, and if not, why not
  - whether small disadvantaged business concerns were solicited, and if not, why

- not
- whether women-owned small business concerns were solicited, and if not, why
- not
- reasons for the failure of solicited small, small disadvantaged, and women-owned small business concerns to receive the subcontract award
- Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small, HUBZone small, minority, and women-owned small business procurement conference and trade fairs
- Records to support internal activities to (1) guide and encourage purchasing personnel, e.g., workshops, seminars, training programs, incentive awards; and (2) monitor activities to evaluate compliance
- On a contract-by-contract basis, records to support subcontract award data including the name, address and business size of each subcontractor

#### 8. Timely Payments to Subcontractors

AceInfo will process payments to subcontractors within 15 days of receipt of payment from client.

#### 9. Description of Good Faith Effort

Due to the narrow focus of specialty, location and experience, the pool for qualified professional service firms is small. AceInfo has carefully reviewed its planning contracts and availability of types of expert services required for the anticipated contracts in order to determine if subcontracting would be feasible for appropriate assignments. AceInfo has been determined that 15 percent is most likely the maximum practicable utilization of subcontracting. While ensuring the quality and integrity of the project, AceInfo will seek opportunities for involving small, HUBZone small, small disadvantaged, and women-owned small business concerns in performing the services of the contract.

The following policies affirm AceInfo's dedication to small business opportunity:

- To give equal opportunity to all qualified subcontractors regardless of type or category
- Every project should be considered as a small business opportunity
- It shall be the responsibility of all AceInfo professionals to identify qualified small business contractors
- Responsibility for seeing that this policy is implemented and continuously followed
- To maintain a list of qualified small business concerns

This subcontracting plan will be made a material part of the contract.

#### 10. Signatures Required

This subcontracting plan was submitted by:



Signature

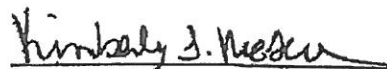
Javanth Challa

Typed Name

President May 28, 2008

Title Date

This subcontracting plan was accepted by:



Signature

Kimberly L. McFall

Typed Name

Contracting Officer 7/1/08

Title Date

ATTACHMENT C

---

federal supply schedule price list

---

**Schedule For:** MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**Federal Supply Group:** 874-1**Class:** R499**Contract Number:** GS-10F-0295U

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

**Contract Period:** ~~07/15/2008 - 07/14/2013~~ 07/15/2008 - 07/14/2013

**Contractor:** Ace Info Solutions, Inc.  
11490 Commerce Park Dr  
Reston, VA 20191

**Business Size:** Small, 8(a)

**Telephone:** (703) 391-2800  
**FAX Number:** (703) 689-9711  
**Website:** <http://www.aceinfosolutions.com>  
**E-mail:** [nar@aceinfosolutions.com](mailto:nar@aceinfosolutions.com)  
**Contract Administrator:** Nar Koppula

---

## CUSTOMER INFORMATION:

**1a. Table of Awarded Special Item Numbers (SINs):** See below for SIN 874-1, Consulting Services, Contractors shall provide expert advice, assistance, guidance or counseling in support of an agency's mission-oriented business functions.

**1b. Identification of the lowest priced model number and lowest unit price for each special item number awarded under 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. N/A

**1c. Labor Category Descriptions:** Provided Below

**2. Maximum order:** \$1,000,000.00

**3. Minimum order:** ~~\$100.00~~ \$100.00

**4. Geographic coverage (delivery area):** Domestic only

**5. Point(s) of production:**

Same as company address



6. **Discount From List Prices or Statement of Net Price:**  
9% and 10%—Prices shown in price list are net, with all discounts deducted.
7. **Quantity Discounts:** None offered
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Notification That Government Purchase Cards Are Accepted Below the Micro-purchase Threshold:** Yes
- 9b. **Notification That Government Purchase Cards Are Not Accepted Above the Micro-purchase Threshold:** Yes
10. **Foreign Items:** N/A
- 11a. **Time of Delivery:** specified in task order
- 11b. **Expedited Delivery:** contact contractor
- 11c. **Overnight and 2-Day Delivery:** contact contractor
- 11d. **Urgent Requirements:** contact contractor
12. **F.O.B. point(s):** Destination
- 13a. **Ordering Address:** Same as company address
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment Address:** Same as company address
15. **Warranty Provision:** Contractor's standard commercial warranty
16. **Export Packing Charges:** N/A
17. **Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level):** Yes
18. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A
19. **Terms and Conditions of Installation:** N/A
20. **Terms and Conditions of Repair etc.:** N/A
- 20a. **Terms and Conditions for any Other Services:** N/A
21. **List of Service and Distribution points:** N/A
22. **List of Participating Dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Environmental Attributes:**

FEDERAL SUPPLY SCHEDULE PRICE LIST

Ace Info Solutions, Inc. will comply with any applicable guidelines/regulations associated with the services provided under this GSA Schedule.

**24b. Section 508 Compliance:**

Ace Info Solutions, Inc. will ensure that the services provided under this contract will be in compliance with the Americans with Disabilities Act (ADA) by vigorously adhering to the accessibility checklist specified in Section 508.

**25. Data Universal Number System (DUNS) Number:** 070993162

**26. Notification regarding registration in Central Contractor Registration (CCR) Database:** registered

**1a. Table of Awarded Special Item Numbers:**

874-1	Program Manager	\$114.14
874-1	Project Manager	\$103.64
874-1	Subject Matter Expert II	\$128.58
874-1	Subject Matter Expert I	\$117.97
874-1	Management Consultant II	\$217.23
874-1	Management Consultant I	\$167.86
874-1	Senior Analyst	\$103.68
874-1	Analyst	\$92.93
874-1	Junior Analyst	\$69.12
874-1	Management Analyst	\$57.03
874-1	Management Assistant	\$44.49
874-1	Administrative Assistant	\$30.95

**1c. Ace Info Solutions Labor Category Descriptions**

## ATTACHMENT C

### Ace Info Solutions, Inc. – MOBIS Labor Category Descriptions

The hourly rate provided below is for client's site (government site).

Labor Category		General Experience	Functional Responsibility	Minimum Education
1	Program Manager	Has over 10 years of Program Management expertise. Serves as program manager for a large, complex project and work with the Customer representatives, management personnel and agency representatives. Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems	Acts as overall program manager and central point of contact for program wide activities. Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.	Bachelor's degree or equivalent experience. (8 years)
2	Project Manager	Has over eight (8) years of project management knowledge and expertise. Serves as project manager for task order and shall assist the Program Manager in working with the Customer representatives, management personnel and agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.	Acts as manager and central point of contact for a specific project or task within the program. Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.	Bachelor's degree or equivalent experience. (8 years)
3	Subject Matter Expert - II	Twelve (12) years of general experience supporting projects related to individual's subject matter expertise. These senior personnel are renowned experts in either functional domains or technical disciplines with many years of experience. They have advanced degrees and extensive experience as technical leaders.	Subject Matter Experts (SME) serve as technical experts in areas relevant to a particular project. SMEs produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work.	Bachelor's degree or equivalent experience. (8 years)
4	Subject Matter Expert - I	Ten (10) years of general experience supporting projects related to individual's subject matter expertise. These senior personnel are experts in either functional domains or technical disciplines with many years of experience. They have advanced degrees and experience as technical leaders.	Subject Matter Experts (SME) serve as management or technical experts in areas relevant to a particular project. SMEs produce and/or review technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work.	Bachelor's degree or equivalent experience. (8 years)
5	Management	12 years of Management Consulting	Assists or leads management,	Bachelor's

## ATTACHMENT C

Labor Category		General Experience	Functional Responsibility	Minimum Education
	Consultant - II	Experience. Possesses problem-solving and resolution capabilities and can draft and review deliverables. Determines customer requirements and translates these requirements into organizational plans.	organizational or business improvement projects including strategic consulting, surveys, training, facilitation, program management and integration.	degree or equivalent experience. (8 years)
6	Management Consultant - I	10 years of Management Consulting Experience. Possesses problem-solving and resolution capabilities and can draft and review deliverables. Determines customer requirements and translates these requirements into organizational plans.	Assists or leads management, organizational, or business improvement projects including strategic consulting, surveys, training, facilitation, program management and integration.	Bachelor's degree or equivalent experience. (8 years)
7	Senior Analyst	Nine (9) years of progressive experience in business process modeling, business process mapping, business process improvement & reengineering, and related management support. The purpose of this support is to provide analysis that identifies opportunities for improvement and conduct business processes, recommend solutions for change, and implement decisions on business process change	Provides technical and administrative direction for tasks, including review of work products for correctness, compliance with industry accepted standards, and user standards specified in specific Task Orders.  Applies process improvement and reengineering methodologies and principles to conduct process modernization projects.	Bachelor's degree or equivalent experience. (8 years)
8	Analyst	Five (5) years of progressive experience in business process modeling, business process mapping, business process improvement & reengineering, and related management support. Under the guidance of the Senior Business Analyst/Project Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner.	Works under general supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.	Bachelor's degree or equivalent experience. (8 years)
9	Junior Analyst	Recent graduate with two (2) years of experience and knowledge in business process and/or related management support or relevant technical discipline. Possess strong organizational and interpersonal skills.	Works under close supervision,	Bachelor's degree or equivalent experience. (8 years)
10	Management Analyst SCA – 01263 Personnel Assistant III	Must possess no less than three (3) years of experience with Microsoft Office Suite products (Word, Excel, PowerPoint); three (3) years of analytical skills utilizing either Access, Oracle or other similar applications.	With minimal or no supervision, must possess the ability to analyze data and perform mid to advanced fact-finding and/or research tasks; possess excellent writing and verbal communication skills; must have the ability to read and interpret specific procedural guidelines pertaining to personnel security	High School Degree



## ATTACHMENT C

Labor Category		General Experience	Functional Responsibility	Minimum Education
			functions, including locally developed equipment operating and document processing instructions	
11	Management Assistant SCA – 01262 Personnel Assistant II	Must possess no less than two (2) years of experience with Microsoft Office Suite products (Word, Excel, PowerPoint); two (2) years of analytical skills utilizing either Access, Oracle or other similar applications..	With some to minimal supervision, must possess the ability to perform mid-level fact-finding and/or research tasks; possess good writing and verbal communication skills; must have the ability to read and interpret specific procedural guidelines pertaining to personnel security functions, including locally developed equipment operating and document processing instructions. Possess all the attributes of the Administrative Assistant level	High School Degree
12	Administrative Assistant SCA – 01261 Personnel Assistant I	Must possess no less than one (1) year of experience with Word and be familiar with Excel; one (1) year of general clerical skills and one (1) year of basic data entry skills utilizing Access, Oracle or other similar applications.	Ability to perform general office administrative procedures and organization and functions sufficient to distribute mail, answer telephones, file and prepare routine correspondence; must have outstanding customer service skills; must have the ability to read and interpret specific procedural guidelines pertaining to administrative functions, including locally developed equipment operating and document processing instructions and to learn filing systems and procedures and other functions which are directly related to the work; greet visitors and direct visitors to appropriate offices; ability to learn document scanning procedures; able to multi-task and prioritize workload	High School