

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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 is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

THE PROFESSIONAL SERVICES SCHEDULE (00CORP)

Contract Number: GS-10F-0324X

Contract Period: June 17, 2011 to June 16, 2021
(with two (2) five year option periods)

SIN 874-6/874-6RC Acquisition Management Support

SIN 874-7/874-7RC Integrated Business Program Support Services

SIN 871 7/871-1RC – Construction Management and Engineering Consulting Services

SIN 520 11/520-11RC – Accounting

SIN 520 12/520-12RC – Budgeting



Contractor: The Arcanum Group, Inc.
4600 S. Syracuse Street, 9th Floor
Denver, CO 80237

Business Size: Small, Veteran Owned, and Service-Disabled Owned Business

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Updated through Modification PS-0015 – Effective September 28, 2016

The Arcanum Group, Inc. is an experienced provider of multi-functional program, technical and administrative services to Federal, State and Commercial Enterprise customers. Our experience in providing innovative program and project solutions and top-level staff to customers that include the U.S. Army, the U.S. Department of Transportation, the U.S. Department of the Interior, and the Department of Veterans Affairs over the past 14 years has resulted in The Arcanum Group's exceptional reputation as a trusted partner to customers nationwide.

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers: 874-6/6RC, 874-7/7RC, 871-7/RC, 520-11/RC, and 520-12/RC pricing for labor categories for all SINs found on page 4.

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:

SIN 874-6/RC: Program Administration Technical Specialist I - \$38.00

SIN 874-7/RC: Clerical Support - \$37.42

SIN 871-7/RC: Project Manager I - \$79.62

520-11/RC: Clerical Support - \$30.67

520-12/RC: Project Coordinator I - \$46.83

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: See labor category descriptions on pages 6 through 11.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$3,000

10. Foreign items (list items by country of origin): None

- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **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
- 11d. **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 a faster delivery: Contact Contractor
- 12. **F.O.B Points:** Destination
- 13a. **Ordering Address:** Same as Contractor
- 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).
- 14. **Payment address:** Same as company address
- 15. **Warranty provision:** Contractor’s standard commercial warranty.
- 16. **Export Packing Charges (if applicable):** N/A
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** 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 applicable):** 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. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 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. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.

25. **Data Universal Numbering System (DUNS) number:** 05-2733297
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

27. Prices:

SIN (s)	Labor Category	1st Option Year 6 6/17/2016 to 6/16/2017	1st Option Year 7 6/17/2017 to 6/16/2018	1st Option Year 8 6/17/2018 to 6/16/2019	1st Option Year 9 6/17/2019 to 6/16/2020	1st Option Year 10 6/17/2020 to 6/16/2021
	Government Site					
874-7	Program Manager III	\$ 125.99	\$ 128.63	\$ 131.33	\$ 134.09	\$ 136.91
874-7	Program Manager II	\$ 115.92	\$ 118.35	\$ 120.83	\$ 123.37	\$ 125.96
874-7	Program Manager I	\$ 110.87	\$ 113.20	\$ 115.58	\$ 118.01	\$ 120.48
874-7; 871-7	Project Manager III	\$ 105.83	\$ 108.06	\$ 110.32	\$ 112.64	\$ 115.01
874-7; 871-7	Project Manager II	\$ 92.73	\$ 94.67	\$ 96.66	\$ 98.69	\$ 100.77
874-7; 871-7	Project Manager I	\$ 79.62	\$ 81.29	\$ 83.00	\$ 84.74	\$ 86.52
874-7	Project Coordinator III	\$ 79.62	\$ 81.29	\$ 83.00	\$ 84.74	\$ 86.52
874-7	Project Coordinator II	\$ 63.00	\$ 64.32	\$ 65.67	\$ 67.05	\$ 68.46
874-7; 520-11; 520-12	Project Coordinator I	\$ 46.83	\$ 47.81	\$ 48.81	\$ 49.84	\$ 50.88
874-7; 520-11	Clerical Support	\$ 30.67	\$ 31.32	\$ 31.98	\$ 32.65	\$ 33.33
874-6	Program Administration Technical Specialist I	\$ 38.00	\$ 38.80	\$ 39.61	\$ 40.44	\$ 41.29
874-6	Contract Specialist I	\$ 56.24	\$ 57.42	\$ 58.63	\$ 59.86	\$ 61.11
874-7	Program Analyst I	\$ 49.75	\$ 50.79	\$ 51.86	\$ 52.95	\$ 54.06
874-7	Enterprise Operations Specialist II	\$ 114.59	\$ 116.99	\$ 119.45	\$ 121.96	\$ 124.52
874-7	Enterprise Operations Specialist I	\$ 98.31	\$ 100.38	\$ 102.49	\$ 104.64	\$ 106.84
874-7	Functional Specialist II	\$ 105.74	\$ 107.96	\$ 110.23	\$ 112.54	\$ 114.91
874-7; 520-12	Functional Specialist I	\$ 82.05	\$ 83.77	\$ 85.53	\$ 87.33	\$ 89.16
874-6	Contract Specialist IV	\$ 83.06	\$ 84.80	\$ 86.58	\$ 88.40	\$ 90.26
874-7	Realty Specialist	\$ 65.67	\$ 67.05	\$ 68.46	\$ 69.90	\$ 71.37
874-7	Logistics Specialist II	\$ 42.46	\$ 43.35	\$ 44.26	\$ 45.19	\$ 46.14
	Contractor Site					
874-7	Program Manager III	\$ 141.73	\$ 144.71	\$ 147.75	\$ 150.85	\$ 154.02
874-7	Program Manager II	\$ 130.39	\$ 133.13	\$ 135.93	\$ 138.78	\$ 141.70
874-7	Program Manager I	\$ 124.73	\$ 127.35	\$ 130.02	\$ 132.75	\$ 135.54
874-7; 871-7	Project Manager III	\$ 119.06	\$ 121.56	\$ 124.12	\$ 126.72	\$ 129.39
874-7; 871-7	Project Manager II	\$ 104.32	\$ 106.51	\$ 108.75	\$ 111.03	\$ 113.36
874-7; 871-7	Project Manager I	\$ 89.58	\$ 91.46	\$ 93.38	\$ 95.34	\$ 97.34
874-7	Project Coordinator III	\$ 89.58	\$ 91.46	\$ 93.38	\$ 95.34	\$ 97.34
874-7	Project Coordinator II	\$ 70.88	\$ 72.37	\$ 73.89	\$ 75.44	\$ 77.02
874-7; 520-11; 520-12	Project Coordinator I	\$ 52.69	\$ 53.79	\$ 54.92	\$ 56.07	\$ 57.25
874-7; 520-11	Clerical Support	\$ 37.42	\$ 38.21	\$ 39.01	\$ 39.83	\$ 40.67
874-6	Program Administration Technical Specialist I	\$ 46.36	\$ 47.34	\$ 48.33	\$ 49.35	\$ 50.38
874-6	Contract Specialist I	\$ 68.62	\$ 70.06	\$ 71.53	\$ 73.03	\$ 74.56

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. 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 Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Clerical Support	01311 - Secretary I	2015-5420
Logistics Specialist II	21410 - WAREHOUSE SPECIALIST (Warehouse Worker)	2015-5420

28. Labor Categories:

Contract Specialist I

Develop, award and administer limited contract types with some supervision and oversight required; Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out). Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Develop solicitation documents and other contractual documentation (i.e., D&F's; justifications, solicitation amendments, supporting memoranda).

- Minimum Education: Associate's Degree
- Minimum Experience: 2 years

Program Administration Technical Specialist I

Provides intermediate support to Contract Specialists in one or more phases of procurement lifecycle. Support may include assistance in acquisition planning, acquisition document development, proposal evaluation, contract administration, and contract close-out.

- Minimum Education: High School Diploma
- Minimum Experience: 2 years

Clerical Support I

Provides basic support to Contract Specialists in one or more phases of procurement lifecycle. Support may include assistance in acquisition planning, acquisition document development, proposal evaluation, contract administration, and contract close-out.

- Minimum Education: High School Diploma
- Minimum Experience: 2 years

Program Manager III

Responsible for overall management of large or extremely complex programs or research efforts. This individual represents senior level management whose competency concerning effectiveness and efficiency in managing dedicated overall program activity is paramount to contract success. Organizes, directs and coordinates planning and production of all program/effort activities. Must possess excellent oral and written communication skills, with demonstrated capability of dealing with all levels of management personnel, task/project managers and client representatives. Responsible for the performance of all program/effort requirements. Meets with appropriate client management personnel, other program managers and client agency representatives. Formulates and reviews strategic plans, subcontracting, and deliverable items. Responsible for the coordination of all functions of program/effort staff. Actively applies quality assurance measures to the management and performance of the program/effort.

- Minimum Education: Master's Degree
- Minimum Experience: 14 years
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Program Manager II

This person serves as the counterpart to the client program/technical manager for a complex program. Manages program/technical support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Establishes and alters (as necessary) management structure within the program to effectively direct program/technical support activities. Meets and confers with client management officials regarding the status of specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. . Ensures that program schedule, performance, and deliverables are met.

- Minimum Education: Master's Degree

- Minimum Experience: 13 years

Program Manager I

Serves as the counterpart to the client program/technical manager for intermediate to complex projects or programs. Manages program support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all program support activities. Shall have demonstrated expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor program activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

- Minimum Education: Master's Degree
- Minimum Experience: 12 years

Project Manager III

Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

- Minimum Education: Master's Degree
- Minimum Experience: 10 years

Project Manager II

Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

- Minimum Education: Master's Degree
- Minimum Experience: 8 years

Project Manager I

Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

- Minimum Education: Bachelor's Degree
- Minimum Experience: 5 years

Project Coordinator III

Organizes, directs and coordinates planning and execution of all program/technical support activities. Has demonstrated expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of

specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met. Must have at least 6 years experience in performing these duties.

- Minimum Education: Bachelor's Degree
- Minimum Experience: 6 years

Project Coordinator II

Organizes, directs and coordinates planning and execution of all program/technical support activities. Has demonstrated expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met. Must have at least 4 years experience in performing these duties.

- Minimum Education: Bachelor's Degree
- Minimum Experience: 4 years

Project Coordinator I

Organizes, directs and coordinates planning and execution of all program/technical support activities. Has demonstrated expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met. Must have at least 2 years experience in performing these duties.

- Minimum Education: Associate's Degree
- Minimum Experience: 2 years

Program Analyst I

Assists Government customer through reviews and analyses of work products. May review and analyze minor processes. Ensures compliance of work products and processes with Federal and other governing mandates and regulations. Gathers, compares, and correlates information about work products and processes for review. Prepares written findings and reports based on reviews and analyses and recommends corrective measures for Government consideration. Participates in functional teams in the development of work products and processes. Develops systems of control within the assigned program to assure the timely identification of deviations from program policies or objectives. Monitors and reports progress and outcome of corrective actions, implementation of new internal procedures

- Minimum Education: Associate's Degree
- Minimum Experience: 3 years

Enterprise Operations Specialist II

Assists Government customer in planning, implementing, and overseeing enterprise-level operations programs. Monitors work and ensures that operating requirements are met. Develops and executes project plans. Collaborates with team members on technologies, concepts, and standards related to operations programs. May provide mentoring, training, and support for operations staff.

Collaborates with technical staff to support installation of new or upgraded operational systems and/or equipment. Provides oversight of design, staging, configuration, implementation, and support for installations as necessary. Evaluates current and foreseeable future requirements to determine appropriate solutions. Ensures systems are properly documented, controlled for change and monitored for uptime and performance. Develops and documents policies, procedures, standards and guidelines.

- Minimum Education: Bachelor's Degree
- Minimum Experience: 7 years

Enterprise Operations Specialist I

Assists Government customer in implementing, and overseeing enterprise-level operations programs. Develops and performs assigned projects to improve and validate existing operations programs. Serves as an assessor of proper operation, care, servicing, and repair of operations programs or systems and equipment. Provides technical guidance and assistance in the accomplishment of program goals.

Monitors work and ensures that operating requirements are met. Develops and executes project plans. Collaborates with team members on technologies, concepts, and standards related to operations programs. Inspects system components to ensure that equipment and systems are in sound/stable condition and capable of operating at specific performance levels.

- Minimum Education: Associate's Degree
- Minimum Experience: 5 years

Functional Specialist II

Applies expertise in respective functional area to assist Government customer in planning and project coordination activities for a department, work group, or project. Assists department head, project manager or other lead person in program development, planning and coordinating work flow, and/or oversees program implementation. Participates in the development, review, and implementation of a Government program, including identification and coordination of the development of procedures.

Manages functional area teams in their performance of program development, research, and compliance. Provides technical, regulatory and program support to teams. Oversees implementation of new projects or procedures.

Assists with organizing, planning, and performance measurement of programs. May perform other planning functions including preparing agendas, documenting meetings, developing and maintaining document control systems, writing plans and reports, tracking project costs and conducting activities, and assisting with administrative functions. Maintains electronic and hard copy file records for document products. May create training materials and perform training to meet customer needs.

- Minimum Education: Bachelor's Degree
- Minimum Experience: 10 years

Functional Specialist I

Applies knowledge in respective functional area to assist Government customer in planning and project coordination activities for a department, work group, or project. Implements complex projects to completion. Develops, manages and applies creative strategies to complex projects.

Participates in the development, review, and implementation of a Government program, including identification and coordination of the development of procedures. Manages functional area teams in their performance of program development, research, and compliance. Provides technical, regulatory and program support to teams. Oversees implementation of new projects or procedures.

Works with project management, account management and/or operation teams in creating customer solutions, maintaining a customer-focused attitude, and in providing excellent customer service.

- Minimum Education: Bachelor's Degree
- Minimum Experience: 4 years

Contract Specialist IV

Performs duties to support acquisition planning; duties may include determining the most appropriate contract type, selecting the socioeconomic set-aside that supports accomplishment of the office's socioeconomic goals, and developing specialized terms and conditions. Conducts market research as required and advertises procurements and contract awards in FedBizOpps.

Supports the preparation of solicitations and Requests for Proposals and associated documents such as justifications and approvals and determination and findings; other duties may include issuing solicitations and amendments and receiving, recording, and reviewing offers. May perform cost and/or price analyses; prepare for and participate in negotiations; and document fair and reasonable pricing.

Maintains official contract file and prepares routine letters, memoranda, and other documents associated with contract administration. Processes contract modifications, including obtaining and evaluating contractor proposals, participating in and documenting negotiations, preparing and inputting modifications, and generating all associated documents for signature by the government Contracting Officer.

Other duties may include: processing contractor invoices and resolving payment problems. Maintaining payment records and obtaining additional funds as required. Reviewing contractor payrolls for compliance with DOL wage determinations and conducting labor interviews. Performing closeout actions and preparing official files for staging.

- Minimum Education: Bachelor's Degree
- Minimum Experience: 8 years

Realty Specialist

Assists the government client in performing a range of activities that support the acquisition, management, and contract oversight of realty transactions. Provides technical advice and assistance regarding requests for space and consults with the user client on the amount, type and location of required space. Performs lease preparation and administration activities which may include abstracting of leases, preparation of lease acquisition plans, conducting market surveys and other research, and negotiation of leases. Performs documentation duties for lease projects, which may include cost estimate narratives, justifications, and preparation of lease award documents.

- Minimum Education: High School
- Minimum Experience: 5 years

Logistics Specialist II

Assists Government customer through the performance of a variety of furniture or office equipment logistical and administrative support tasks. Tasks might include the preparation of shipment of goods or equipment, the receiving of shipments of goods or equipment, inventory of equipment or furniture, and the tracking of shipments of goods or equipment. Tasks might include the setup and tear-down of office arrangements, furniture, temporary meeting spaces and similar work spaces. Tasks might include the maintenance of an inventory of goods and equipment, both maintaining the actual goods and equipment and maintaining in an electronic database a record of the goods' and equipment's locations. Tasks might include the operation of a forklift or similar equipment for moving goods and equipment. Tasks might include coordinating and performing several tasks in conjunction. Tasks might include performing all required duties in accordance with establish safety rules or policies. Tasks are generally performed independently, with little or no direct supervision.

- Minimum Education: High School
- Minimum Experience: 4 years

Substitution Methodology:

1. A Master's degree may be substituted for TWO years of experience.
2. Experience in general must be professional and job related, though it need not be in the specific area of the employee's responsibility. Additional experience substituted for education must be in the area of the employee's responsibility.
3. SIX years of experience is equivalent to a Master's Degree.”
4. FOUR years of experience is equivalent to a Bachelor's Degree.
5. ONE year of college is equivalent to ONE year of experience.