



## 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!*<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

### Schedule for – Professional Services Schedule (PSS)

Industrial Group: 00CORP  
Contract Number: **GS-10F-0329X**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>  
Contract Period: June 21, 2016 - June 20, 2021

<b>Contractor:</b>	Dynamic-Pro, Inc. 7435 MASON LN FALLS CHURCH, VA 22042 3516
<b>Business Size:</b>	Small, Disadvantaged, Woman-Owned Business
<b>Telephone:</b>	(571) 225-2591
<b>FAX Number:</b>	(202) 449-1385
<b>Web Site:</b>	<a href="http://www.consultdpi.com">www.consultdpi.com</a>
<b>E-mail:</b>	<a href="mailto:kevins@consultdpi.com">kevins@consultdpi.com</a>
<b>Contract Administration:</b>	Kevin Stone



## CUSTOMER INFORMATION:

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
00CORP	500	Order-Level Materials
00CORP	500RC	Disaster and Recover – Order-Level Materials
874-1	874-1RC	Integrated Consulting Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services
520-1	520-1RC	Program Financial Advisor
520-10	520-10RC	Transportation Audits
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-14	520-14RC	Audit & Financial Training Services
520-17	520-17RC	Risk Assessment and Mitigation Services
520-2	520-2RC	Transaction Specialist
520-21	520-21RC	Program Management Services
520-22	520-22RC	Grants Management Support Services
520-3	520-3RC	Due Diligence and Support Services
541-1	541-1RC	Advertising Services
541-4A	541-4ARC	Market Research and Analysis, Conference, Events, and Tradeshow Planning
541-5	541-5RC	Integrated Marketing Services
871-1	871-1RC	Strategic Planning for Technology Programs/Activities
871-7	871-7RC	Construction Management and Engineering Consulting Services Related to Real Property

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See below for pricing.**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See below for pricing.**

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



3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
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 below for pricing.*
7. **Quantity discounts:** See below for pricing.
8. **Prompt payment terms:** 0%, Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Government purchase cards are accepted above the micro-purchase threshold.
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(s):** Destination
- 13a. **Ordering Address(es):** 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](https://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** N/A
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/](http://www.Section508.gov/). N/A
25. **Data Universal Numbering System (DUNS) number:** 792966041
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered. Cage Code: #54VP7



27. Final Pricing:

## AWARDED GSA RATES

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

SIN	Service	JUNE 2016 through MAY 2017	JUNE 2017 through MAY 2018	JUNE 2018 through MAY 2019	JUNE 2019 through MAY 2020	JUNE 2020 through MAY 2021
874-1 874-6 874-7	<b>Subject Matter Expert</b>	\$192.45	\$197.45	\$202.59	\$207.85	\$213.26
874-1 874-6 874-7	<b>Senior Consultant</b>	\$172.23	\$176.71	\$181.31	\$186.02	\$190.86
874-1 874-6 874-7	<b>Consultant</b>	\$138.90	\$142.51	\$146.22	\$150.02	\$153.92
874-1 874-6 874-7	<b>Task Lead</b>	\$117.88	\$120.94	\$124.09	\$127.31	\$130.62
874-1 874-6 874-7	<b>Analyst</b>	\$117.88	\$120.94	\$124.09	\$127.31	\$130.62

28. Service Contract Act (SCA)

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



## 29. Labor Category Descriptions

# LABOR CATEGORIES

The following substitution applies for all the below labor categories.

### **Relevant Experience Equivalency Based of Education**

Four (4) years of experience would be equivalent to a bachelor's degree.

Six (6) years of experience would be equivalent to a master's degree.

### **Relevant Education Equivalency Based on Experience**

A Bachelor's degree would be equivalent to four (4) years of experience.

A Master's degree would be equivalent to six (6) years of experience.

### ***Subject Matter Expert***

**Description:** Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. The Functional/Subject Matter Expert is typically a former high-ranking military or civilian official and recognized by industry as an expert in their specific field.

**Experience & Education:** Minimum of 12 years of experience and a master's degree

### ***Senior Consultant***

**Description:** Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.

**Experience & Education:** Minimum of 9 years of experience and a bachelor's degree

### ***Consultant***

**Description:** Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Consultants or other staff as necessary.

**Experience & Education:** Minimum of 5 years of experience and a bachelor's degree



### *Task Lead*

**Description:** Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.

**Experience & Education:** Minimum of 7 years of experience and a bachelor's degree

### *Analyst*

**Description:** Seasoned expert with extensive knowledge and experience developing and applying analytic methodologies and principles and is recognized as a leader within assigned functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

**Experience & Education:** Minimum of 5 years of experience and a bachelor's degree



## SERVICES OFFERED

Dynamic Pro, Inc. (DPI) is an Economically Disadvantaged Woman Owned Small Business (EDWOSB) consulting firm established in 2006 that has strong focus in program management, cyber security, strategic planning, organizational design services, and capital planning and investment control. We offer a multidisciplinary team of professionals who are well versed in business requirements formulation and documentation, process improvement, and all aspects of program and project management. DPI offers clients targeted, customized services designed to meet their program and project needs.

DPI's approach addresses the three dimensions of change: **People, Process, and Technology**. We offer a comprehensive toolkit of approaches to help clients adapt to rapid changes in their mission environments. Adapting to change may require more efficient processes, better governance structures, and renewed emphasis on accountability and results. Every engagement we support requires education, training, and knowledge transfer, to include transition from outgoing to incoming contractors, familiarity with multiple areas of a given organization, and transfer between our team to client teams or vice versa. Our approach to Program Management helps high-performing organizations integrate planning, implementation, and control activities using Project Management Body of Knowledge (*PMBOK®Guide*) methodologies.

### 874-1 Integrated Consulting Services

At DPI, we view our consultation services as the backbone of our management, organizational and business improvement engagements. Our consultants provide first-hand knowledge of and experience with government best practices, broad subject-matter expertise, and a deep understanding of the federal marketplace. We deliver top-quality products and services that will help your organization become more high performing and customer driven.

The DPI team provides comprehensive consulting services that include the following:

- Business Process Reengineering
- Change Management
- Financial Management
- Cost/Benefit Analysis
- Quality Management & Quality Assurance
- Organizational Assessments
- Leadership Systems
- Training Systems
- Decision Support Systems
- Performance Management
- Strategic Planning
- Program Audits
- Customer Analysis and Relationship Management
- Risk Assessments

### 874-6 Acquisition Management Support

DPI has extensive federal acquisition experience and understands the importance of providing up-to-date federal acquisition developments to Contracting Officers (CO), Contract Specialists, Contracting Officer's Representatives (COR), Procurement Analysts, and Acquisition Lawyers. DPI has the ability to provide acquisition tools for the complete acquisition lifecycle. Such tools can include market research guidelines, contract clause tools/templates, contract file checklists, price/cost analysis guidelines, and COR best practices. Additionally, we can provide continuous update support and training on the use of acquisition





policies, samples, templates, and tools. DPI provides professional support services to agencies in conducting federal acquisition management activities.

Services covered by this SIN are:

- Acquisition planning assistance, including market research and recommendation of a procurement strategy
- Acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, and price negotiation memoranda
- Expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis
- Contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies
- Contract close-out assistance

## **874-7 Integrated Business Program Support Services**

DPI provides services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects.

Services included are:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Earned value management support
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives
- Stakeholder briefings, participation in required meetings, and related project support services
- Program integration services
- Project close-out services

## **Financial and Business Solutions**

520-1 Program Financial Advisor: Assist agencies on cross-cutting issues, asset marketability, program development, trust or other monetary fund management / benefit administration, equity monitoring, originations, and addresses any other considerations regarding the acquisition, management and/or resolution of an asset.

520-10 Transportation Audits: Perform administrative reviews and rate examinations on prepayment and post payment transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, tenders or other applicable rate authority.

520-11 Accounting: Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

520-12 Budgeting: Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

520-13 Complementary Financial Management Services: Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and



development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

520-14 Audit & Financial Training Services: Audit & Financial Training Services - Plan and deliver audit and financial training services including but not limited to course development and instruction required to support audit, review, financial assessment and financial management activities.

520-17 Risk Assessment and Mitigation Services: Include but are not limited to the following: documentation of disclosure responsibilities for PII and PHI type information Deployment of risk assessment and mitigation strategies and techniques Improvement of capabilities through the reduction, identification, and mitigation of risks, detailed risk statements, risk explanations and mitigation recommendations, design and development of new business applications, processes, and procedures in response to risk assessments, ensuring compliance with governance and regulatory requirements, evaluation of threats and vulnerabilities to the protection PII and PHI type of information, training of government personnel on how to prevent data breaches and identity theft, information assurance of PII and PHI type information, vulnerability assessments, privacy impact and policy assessments, review and creation of privacy and safeguarding policies, prioritization of threats, maintenance and demonstration of compliance, evaluation and analysis of internal controls critical to the detection and elimination of weaknesses to the protection of PII and PHI type of information.

520-2 Transaction Specialist: Assist agencies in all asset resolution related areas including valuation / pricing, portfolio stratification, restructuring and disposition strategies which best meet agency goals. Make specific recommendations as to the best execution. Conduct a sale or other disposition vehicle. Provide marketing expertise, budget and credit reform analyses.

520-21 Program Management Services: Encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

520-22 Grants Management Support Services: Support and assist federal grants management personnel in all phases of the grants management process including but not limited to assessing compliance of grantees business and financial management systems, assisting awarding agencies in ensuring grantees responsible and accountable use of grant funds, assisting with ensuring that grantees performance is in full compliance with grant requirements, assisting government Grants Management Officers, Grant Management Specialists, and other grants management personnel, advising government personnel in managing Grant Financial Management systems, managing the project period of performance schedule, evaluating on-going status reports, final reports, and other deliverable products required under the grant program, and assisting in grant close-out procedures.

520-3 Due Diligence and Support Services: Assist agencies in the confirmation and validation of specific elements of an agency's portfolio of assets. Collect and organize data from an agency's files or a third-party source, create asset inventory database, provide support for asset sales (e.g., asset valuations, investor war room and asset packaging, and closings), develop quality / information controls.

## **Advertising & Integrated Marketing Solutions**

541-1 Advertising Services: Provided under this SIN will promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups and engage in recruitment campaigns. Services include but are not limited to the following components: advertising objective determination, message decision / creation, media selection, outdoor marketing and media services, broadcast media (radio, TV and public service announcements), direct mail services, media planning, media placement services, advertising evaluation, related activities to advertising services.



541-4 Market Research and Analysis, Conference, Events, and Tradeshow Planning: Services include, but are not limited to the following components: customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate marketing strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, establishing call centers (in relation to services provided under this schedule). Services provided under this SIN include the making of all necessary arrangements for conferences, seminars and trade shows. Services include, but are not limited to the following components for a show, event and/or booth: project management, coordination and implementation of third party participation, collection management of third party payment for participation, liaison support with venue, audiovisual and information technology support, topic and speaker identification, site location research, reservation of facilities, on-site meeting and registration support, editorial services, automation and telecommunications support, design and editing productions; and mailing and other communication with attendees including pre/post meeting mailings/travel support and computer database creation.

541-5 Integrated Marketing Services: Services provided under this SIN include offering a complete solution that collectively integrates the various services provided separately under the other SINs. Services include but may not be limited to the following components: creation of comprehensive solutions using strategically targeted marketing plans that include full service execution of media planning and creative multimedia campaigns. Comprehensive solutions include services available separately under SINs: 541 1 Advertising Services, 541 2 Public Relations Services, 541 3 Web Based Marketing Services and 541 4 Specialized Marketing (i.e. SIN 541 4A through SIN 541 4G). Contractors must demonstrate the capabilities to provide services normally associated with an integrated marketing campaign (Market Research, Conference Planning, etc.).

## Professional Engineering Services

871-1 Strategic Planning for Technology Programs/Activities: Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting. Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference. Professional engineering solutions do not include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

871-7 Construction Management and Engineering Consulting Services Related to Real Property: Services provided under this SIN include construction management, engineering consulting, project management, and related professional services specifically pertaining to real property. The construction management approach utilizes one or more firms with construction, design, and management expertise to expand the customer agency's capabilities, so that the agency can successfully accomplish its program or project. The contractor performing construction management services assumes the position of professional adviser to the customer agency. Customer agencies may utilize the construction manager as the principal agent to advise or manage the process over the project regardless of the project delivery method used. Construction management services include, but are not limited to, design phase support, procurement support, commissioning services, testing services, construction claims support, and post-construction engineering services.