

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Pricelist

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>.

Professional Services Schedule (PSS)

Federal Supply Group: 874

Contract Number: GS-10F-0356S

Contract Period: July 31, 2006 through July 30, 2021

Option Period 2

(with one additional 5-year option period)



**SECURE SOLUTIONS
INTERNATIONAL**

Contractor: Secure Solutions International, Inc. (SSI) **Size:** Small Business
20333 State Highway 249
Suite 400
Houston, TX 77070

Telephone: (281) 320-2300
FAX Number: (832) 717-3036

E-Mail: gcigarroa@secure-sols.com
Website: <http://www.secure-sols.com/>

Contract Administration: Gabriella Cigarroa, Chief Operating Officer

CUSTOMER INFORMATION:

1a. Awarded SINs: 874-1 Consulting Services

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services

1b. Identification of the lowest priced labor rate: Administrative

1c. Below are all awarded labor categories:

Principal

Summary:

Serves in an executive leadership role within the company. Manages the most complex client engagements, and monitors all contract requirements and performance goals. Provides overall direction and guidance.

Responsibilities:

- Maintains an executive leadership role within SSI.
- Responsible for managing most complex client engagements.
- Monitors overall project and contract performance, including confirming client expectations and client satisfaction with services.
- Directs and/or reviews analysis of client needs, develops project outlines and recommends suitable approaches or options to consider.
- Oversees organization of resources to satisfy contractual obligations.
- Reviews and approves project requirements and work plans.
- Arranges for project implementation teams and reviews results.
- Responsible for ensuring effective delivery of services to the client.

Qualifications:

- Bachelor’s degree and 20 years of work experience.

Allowed Substitution:

- Doctoral degree and 8 years of relevant work experience.
- Master’s degree and 16 years of relevant work experience.

Senior Consultant

Summary:

Responsible for analyzing client business requirements and providing advice to address those requirements. Defines the scope and objectives of projects through discussions with clients, and through research and analysis. Develops project documentation and final work products. Serves as subject matter expert.

Responsibilities:

- Plans, organizes and oversees work performance within his practice area.
- Directs analysis of client needs, develops project outlines and recommends suitable approaches or options to consider.
- Develops project requirements and work plans.
- Assigns and manages resources in his practice area.
- Supervises consultant personnel in his practice area.
- Leads project implementation teams and directs measurement of results.
- Provides Quality Assurance for tasks in his practice area.
- Works independently or under the general guidance of the Principal.

Qualifications:

- Bachelor's degree and 20 years of work experience.

Allowed Substitution:

- Doctoral degree and 8 years of work experience.
- Master's degree and 16 years of work experience.

Consultant

Summary:

Responsible for analyzing client business requirements and providing advice to address those requirements. Defines the scope and objectives of projects through discussions with clients, and through research and analysis. Develops project documentation and final work products under supervision of Senior Consultant. Serves as subject matter expert.

Responsibilities:

- Provides consultative advice to the client in relevant areas of expertise.
- Analyzes client needs, develops project outlines and recommends suitable approaches or options to consider.

- Prepares work products and other project implementation tasks as directed by the Senior Consultant or client, as appropriate.
- Ensures his work products meet Quality Assurance standards.
- Serves as a resource for the client on products and services within his areas of expertise.
- Works independently or as directed by the Senior Consultant responsible for the specific task.

Qualifications:

- Bachelor's degree and 10 years of work experience.

Allowed Substitution:

- Doctoral degree and 3 years experience.
- Master's degree and 8 years of relevant work experience.
- High school diploma or GED and 15 years of relevant work experience.

Associate Consultant

Summary:

Responsible for analyzing client business requirements and providing advice to address those requirements. Defines the scope and objectives of project through discussion with client, research, and analysis. Develops project documentation and final work products under supervision of consultant or senior consultant.

Responsibilities:

- Provides consultative advice to the client in relevant areas of expertise.
- Analyzes client needs, develops project outlines and recommends suitable approaches or options to consider.
- Prepares work products and other project implementation tasks as directed by the Senior Consultant, Consultant, or client, as appropriate
- Ensures his work products meet Quality Assurance standards.
- Serves as a resource for the client on products and services within his areas of expertise.
- Works independently or as directed by the Senior Consultant or Consultant responsible for the specific task

Qualifications:

- Bachelor's degree and 3 years of work experience.

Allowed Substitution:

- Doctoral degree and 1 year of work experience.
- Master's degree and 1 year of work experience.
- High school diploma / GED and 6 years of relevant work experience.

Administrative

Summary:

Provides administrative support to staff personnel to aid them in the performance of their duties. Responsible for scheduling, arranging meetings, compiling documents, printing, copying, ordering materiel and supplies, answering the telephone, responding to employee, customer and client requests and queries. Interacts with personnel and management to gather information and coordinate activities.

Responsibilities:

- Provides administrative support to Principal, Consultants, and the Senior Engineer as necessary.
- Coordinates, schedules, and plans administrative support activities.
- Prepares work products and other project implementation tasks as directed by the Consultant or client.
- Ensures work products meet Quality Assurance standards.
- Prepares work products and other project implementation tasks as directed by the Consultant or client.
- This category can only be purchased in support of the professional labor categories offered as part of the GSA contract.

Qualifications:

- HS Diploma and 1 year of relevant work experience.

Allowed Substitution:

- G.E.D. or other equivalent degree program and 1 year of work experience.

2. Maximum order: \$1,000,000
3. Minimum order: \$100
4. Geographic coverage: All 50 states, Washington D.C. and Puerto Rico.
5. Point of production: Houston, TX USA
6. Discount from list prices or statement of net price: Not Applicable

7. Quantity discounts: None.
8. Prompt payment terms: None.
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items: Not Applicable.
- 11a. Time of delivery: Upon mutual agreement of the Federal customer and SSI.
- 11b. Expedited Delivery: Upon mutual agreement of the Federal customer and SSI.
- 11c. Overnight and 2-day delivery: Upon mutual agreement of the Federal customer and SSI.
- 11d. Urgent Requirements: For urgent requirements please contact the SSI contract administrator.
12. F.O.B. point: Not Applicable to Professional Services.
- 13a. Ordering address:

Secure Solutions International, Inc.
Atten: Gabriella Cigarroa
20333 State Highway 249
Suite 400
Houston, TX 77070
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address:

Secure Solutions International, Inc.
PO Box 11467
Spring, TX 77391
15. Warranty provision: Not Applicable.
16. Export packing charges: Not Applicable.
17. Government purchase cards can be used and are accepted by SSI for any size order
18. Terms and conditions of rental, maintenance, and repair: Not Applicable.
19. Terms and conditions of installation: Not Applicable.

20. Terms and conditions of repair parts: Not Applicable
- 20a. Terms and conditions for any other services: Not Applicable.
21. List of service and distribution points: Not Applicable.
22. List of participating dealers: Not Applicable.
23. Preventive maintenance: Not Applicable.
- 24a. Special attributes such as environmental attributes: Not Applicable.
- 24b. Section 508 compliance: Not Applicable.
25. Data Universal Number System (DUNS) number: #113875202
26. SSI is registered in the System for Award Management (SAM) database.
27. Uncompensated Overtime:

SSI does not propose to use uncompensated overtime under this schedule because all SSI employees are exempt. Exempt personnel are on an annual salary basis arrangement.

SSI exempt personnel may be scheduled to work at times outside of SSI's normal work schedule when necessary to meet project or other operating requirements. Because exempt employees are employed on an annual salary basis arrangement, extra compensation for such overtime work will normally be granted only in special circumstances, when the overtime work is on a sponsored project and when specific contractual arrangements for overtime work have been made with the client. This compensation would be provided at straight time hourly rates.

SSI Labor Categories and Rates:

Option Period 2					
<u>Labor Category</u>	<u>Year 11</u> 8/1/2016- 7/31/2017	<u>Year 12</u> 8/1/2017- 7/31/2018	<u>Year 13</u> 8/1/2018- 7/31/2019	<u>Year 14</u> 8/1/2019- 7/31/2020	<u>Year 15</u> 8/1/2020- 7/30/2021
Principal	\$207.36	\$211.71	\$216.16	\$220.69	\$225.33
Senior Consultant	\$207.36	\$211.71	\$216.16	\$220.69	\$225.33
Consultant	\$172.80	\$176.42	\$180.13	\$183.91	\$187.77
Associate Consultant	\$123.43	\$126.02	\$128.66	\$131.37	\$134.12
Administrative	\$64.18	\$65.53	\$66.91	\$68.31	\$69.74

Service Contract Act:

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 matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative	01020-Administrative Assistant	WD 2015-5233