



Committed to Customer Satisfaction

A Service-Disabled Veteran Owned Small Business

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

PROFESSIONAL SERVICES SCHEDULE (PSS)

**CONSULTING SERVICES
Industrial Group: 00CORP | Class: R499**

**CONTRACT NUMBER:
GS-10F-0420N**

**PERIOD COVERED BY CONTRACT:
June 4, 2003 through June 3, 2018**

Mod Number: CM-A475 | Mod Date: January 3, 2016

BNF TECHNOLOGIES INC.

2461 South Clark St., Suite 600
Arlington, VA 22202
Tel. 703-413-4510
Fax 703-413-4322
www.bnfco.com

Contract Administrator: Mr. J. F. Fisher
email: fisher@bnfco.com

Federal Supply Service Authorized Federal Supply Schedule Price List Prices Shown Herein are Net (Discount Deducted). On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*®, a menu-driven database system. The Internet address for GSA Advantage! is: <https://www.gsadvantage.gov>.





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BNF is pleased to announce the award of a GSA Federal Supply Schedule Contract for **Professional Services Schedule (PSS)**. **BNF's** contract is specifically related to **Consulting Services**. A copy of the **BNF PRICELIST** is provided herein. We hope that you will consider **BNF Technologies Inc.'s** assistance in satisfying your requirements, whether they be unrestricted or set-aside for **small disadvantaged, veteran-owned businesses** like **BNF**. Information on the GSA Schedule is found at <http://gsa.gov>.

When you consider **BNF**, we will provide you a listing of every Contracting Officer and Contracting Officer's Technical Representative (COTR/COR) to whom we provide service – not just selected ones – every one. Our constant management oversight and quality control ensures your satisfaction, and our well-earned reputation.

BNF specializes in consulting services such as:

- business process reengineering and work flow analysis;
- outreach strategies and implementation;
- records and document management needs assessment;
- data conversion;
- administrative solutions and staffing;
- e-learning/state-of-the art multi-media training;
- contract administration and close-out;
- PTSD and related mental health services delivery

This Contract is in addition to **BNF's GSA Schedule 36 Contract**.

Please call me directly if we can serve you or if you have any questions.

Yours very truly,

A handwritten signature in black ink that reads "J.F. Fisher". The signature is written in a cursive style with a large, stylized initial "J".

J.F. Fisher
President
Chief Operating Officer

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ORDERING INSTRUCTIONS/TERMS AND CONDITIONS

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1 and 874-1RC
- 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.**
- 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.**
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).
7. **Quantity discounts:** None offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** No
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Not accepted
10. **Foreign item (list items by country of origin):** None
- 11a. **Time of Delivery:** Specified on the Task Order

- 11b. Expedited Delivery:** N/A
- 11c. Overnight and 2-day delivery:** N/A
- 11d. Urgent Requirements:** N/A
- 12. F.O. B. Point(s):** Destination
- 13a. Ordering Address:** BNF Technologies Inc.
2461 South Clark St., Suite 600
Arlington, VA 22202
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a simple BPA can be found at the GSA/FSS Schedule homepage at <http://www.gsa.gov>.
- 14. Payment address(es):** Same as company address
- 15. Warranty provision:** Contractors 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):** N/A
- 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. Special attributes such as 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., contractors website or other location). The EIT standards can be found at: www.Section508.gov/.**
- 25. Data Universal Numbering System (DUNS) number: 19-8118341**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered**

COMPANY OVERVIEW

BNF Technologies Inc. is a Service-Disabled Veteran-Owned Small Business (SDVOSB) headquartered in Arlington, VA. It is one of the few SDVOSB Services and Support firms with a solid track record supporting the Federal Government for over 25 years. The cornerstone of our business is performing agency studies and assessments; we know what needs to be evaluated. BNF's core competencies and supporting past performances reflect the trends, directions, and innovations within Federal Enterprise.

BNF's experience includes proven capabilities in Records and Document Management, including Electronic Records Management Applications; Consulting Services - Strategic, Policy and Healthcare; E-Learning – interactive, learner-centric - multimedia design and delivery; Administrative Support Services, Acquisition Support Services, and Library Services. Our functional areas of expertise are supplemented by staff possessing subject matter expert knowledge in every facet of administrative management and records management support services, where we have supported 35 different Federal Agencies, Bureaus, and Offices throughout DC, Maryland, and Virginia. Our experience enables us to quickly develop tailored programs keyed to the functions of the Agency.

In the contractor support services sector that BNF is in, the single most important measure is the quality of performance provided to a client. In this regard, BNF is proud to mention that throughout our history we have earned OUTSTANDING or EXCELLENT evaluations from over twenty clients. GSA's performance review surveys of BNF resulted in 25 ratings of Outstanding and 3 ratings of Excellent.

BNF is a solid corporation, debt free, self-financed, and with the highest D&B credit rating. We have the internal controls for all administrative and financial support, and we use DCAA-approved accounting programs. We are experienced with every type of contract and an extensive array of Federal clients and Federal business operations. We had a Top Secret (TS) cleared facility and have been performing TS and compartmented work for 17 years.

DESCRIPTION OF SERVICES

BNF provides expert advice, assistance, guidance or counseling in support of agencies management, organizational and business improvement efforts. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts.

BNFs consulting services involve a spectrum of Federal agency management functions, including: business process analysis and re-engineering; workflow processing analysis and information flow processes; requirements analysis, program evaluation and re-development; strategic planning and performance metrics; administrative management; policy and procedures assessment and re-write; and capacity planning and record/information system metrics.

Our executive consulting support has included assistance with strategic planning and the development of performance metrics. We have provided research services and analysis leading to enhanced acquisition and procurement strategies, inventory control, supply management, effective manufacturing scenarios, and improved product distribution patterns. We also provide complete records and document management needs analyses and assist in establishing compliant Records Schedules and vital records programs.

BNF has provided an entire curriculum of web-based training programs for the Department of Veterans Affairs National Center for Posttraumatic Stress Disorder. We have been actively involved in e-learning and health care policy, with specific emphasis on the VA's PTSD program, where provided planning, strategic analysis, and multi-media e-learning 508 compliant products for clinicians, the Veteran and other sufferers, the support providers, and the general public. Over a 7 year period of performance at VA, BNF produced medical, psychological, and cultural assistance training and education to clinicians, the sufferer, and the sufferer's support structure.

We have worked as partners with our customers in efforts to educate and inform the public and other important constituencies regarding benefits of high technology research, development and application. We analyzed the current situation, developed an outreach strategy, produced the necessary materials and implemented Congressional and public awareness programs such as renewable energy management and the International Space Station Program.

Under PSS SIN 874-1, BNF offers:

- Business Process and Workflow Analysis
- Record and Document Management Regulatory Requirements
- Document Conversion and Storage Solutions
- Electronic Records Management as a Part of Enterprise Architecture
- Health Policy and Strategic Planning

- 508 Compliant e-Learning
- Contract Administration Support Librarians and Library Support Services
- Contract Close-out Services
- Grants Administration and Close-out Services

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

LABOR CATEGORY DESCRIPTIONS

Director/Principal - Minimum of 15 years of senior management decision-making experience dealing with commercial and/or Government business and management processes. Directs major business analysis programs for implementing business improvement and management and organizational decision-making improvements. The program(s) under the Director cover improvements involving organizational techniques, resources, policies and procedures. The Directors areas of expertise include records management, enterprise architecture, systems engineering, business process re-engineering and workflow processing, e-learning, and mental health support strategies. Provides professional leadership and guidance in extending, improving and monitoring existing programs, and devising, developing and implementing innovative changes and long-term improvements. Applies business and program evaluation techniques. Provides leadership in the analysis, integration, implementation, guidance and support of users and managers of information, information resources and techniques. Master's Degree in related discipline or minimum 22 years' experience.

Program Manager - Minimum of 8 years program/project management experience. Serves as the Contractor counterpart to the Governments program manager. Manages substantial programs specific projects, providing technical, contract, human resources, and administrative functions. Manages multiple projects/task orders and personnel at diverse locations. Develops work breakdown plans and budgets, and evaluates project progress. Organizes, directs and coordinates planning and execution of all program consulting, analysis and technical support activities. Manages all consultants and/or subcontractors. Demonstrates a wide scope of business analysis, technology and communications expertise, enabling interfaces with all levels of client managers. Simultaneously plans and manages the transition of several analytic and/or highly technical projects. Bachelor's Degree in related discipline or minimum 15 years' experience.

Project Manager - Minimum of 7 years project/task order management. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of projects within estimated timeframes and budget constraints. Can be assigned as deputy to the (or as acting) Senior Project Manager. Schedules and assigns duties to subordinates and subcontractors and assures assignments are completed as planned and directed. Defines and enforces work standards, generates required quality assurance, performance measures and indicator standards, reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Government management personnel. Reports in writing and orally to contractor management and Government representatives. Knowledgeable of federal contract and procurement regulations. Prepares and monitors project budgets and schedules. High School diploma with specialized training or advanced courseware.

Task Manager - Minimum of 5 years of experience in the business or technology directly related to the project. Can be assigned as deputy to the (or as acting) Project Manager. Defines task level performance measures and standards. Three years of supervisory experience leading

business analysis and technically oriented projects and personnel. Knowledgeable of federal contract and procurement practices, in preparation of project documentation, financial reports. Prepares and monitors task budgets and schedules. High School diploma with specialized training or courseware.

Principal Consultant III - Minimum of 15 years of experience with expertise in areas such as business analysis, quantitative and qualitative techniques, training, e-learning, program delivery, records management, acquisition and contract close-out, mental health management, organization functions and operations. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in his functional area of expertise. Has representative qualifications in planning and implementing business plans, program audits and assessments, introducing decisions and plans in the introduction of new policies, procedures and techniques associated with business decision processes and obligations. Qualifications in business process improvement and productivity techniques involving information resource management (document, records and image processing management). Has considerable qualifications in Federal and commercial laws and regulations. Demonstrates exceptional oral and written communications skills. Bachelor's Degree with graduate studies in related field.

Principal Consultant II - Minimum of 10 years of experience with expertise in areas such as business analysis, quantitative and qualitative techniques, management organization functions and operations, records management, data conversion, training and e-learning, program delivery, etc. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert. Has representative qualifications in planning and implementing business plans, executing decisions and plans in the introduction of new policies, procedures and techniques associated with business decision processes and obligations. Knowledge of several business process improvement and productivity techniques involving information resource management (document, records and image processing management). Has knowledge of Federal laws and regulations dealing with business processes and human resources. Demonstrates exceptional oral and written communications skills. Bachelor's Degree with graduate studies in related field.

Principal Consultant I - Minimum of 7 years of experience with knowledge of business analysis, quantitative and qualitative techniques, management organization functions and operations. Possesses requisite basic knowledge and expertise which enables the Government to qualify the individual as a specialist in one or more appropriate business disciplines such as, organizational analysis, business re-engineering and workflow processing, production and systems engineering, education and training, records management, data conversion, acquisition and contract close-out, human resources, and finance. Has representative qualifications in planning and implementing business plans, executing decisions and plans in the introduction of new policies, procedures, regulations and techniques associated with business decision processes and obligations. Demonstrates oral and written communications skills. Bachelor's Degree.

Facilitation Manager - Minimum of 10 years' experience in organizing and conducting group meetings, in meeting group objectives, in evaluating progress of group meetings, smoothing the progress of planned meetings, and resolving any overt disputes or disagreements to the satisfaction of participants. Qualifications in human relation encounters, dispute and arbitration settlement, group dynamics and organizational functions and processes, lines of authority, organizing and sustaining meeting agendas. Superior qualifications in written and oral communication. Bachelor's Degree with advanced study in relevant discipline.

Senior Systems Analyst - Minimum of 10 years of experience with knowledge of business practice techniques that enable efficient operations and management. Such techniques include: information management, information technologies, resource management, telecommunications, industry standards, market forecasts and relations between Government and commercial entities. Analyzes organizations spans and lines of communications and authority to determine most efficient work team alignments, use of applicable telecommunication, information and records management, and information technology methods (including hardware and software) to include contracts and contract close-out, quality assurance, training and e-learning, audio and video production, etc. Recognized by professional community for special expertise. Bachelor's Degree with graduate studies.

Systems Analyst II - Minimum of 7 years of experience with knowledge of business practice techniques that enable efficient organization operations and management. Such techniques include: information management, information technologies, resource management, telecommunications, industry standards, market forecasts and relations between Government and commercial entities. Analyzes organizations spans and lines of communications, control and authority to determine most efficient work team alignments, use of applicable telecommunication, information and records management and information technology methods (including hardware and software), e-learning, including audio and video production. Recognized by professional community for special expertise. University level training with specialized studies.

Systems Analyst I - Minimum of 3 years of experience with knowledge of business practice techniques that enable efficient organization operations and management. The analyst will be knowledgeable in at least two to three methods involved in: information management, knowledge management, database and records management, program audits and assessments, information technologies, training and e-learning, telecommunications, data conversion, audio/video production, and relations between Government and commercial entities. High School diploma or GED.

Meeting Facilitator - Minimum of 7 years of experience as meeting facilitator, with practical knowledge of Government management and personnel factors. Experience in meetings handled by facilitators, as well as attendance in continuing education classes on meeting facilitation. Specialist in selected government organizations, policies, procedures, regulations, laws and target areas of interest. Knowledge of relationships among different branches of the government

and between government and the public and Congress. High school diploma with specialized studies in human relations.

Technical Writer/Editor – Minimum 5 years’ experience writing, editing, publishing reports and technical documents. Strong experience with computer based systems. Gathers, analyzes and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. High School diploma or GED.

Conference Planner - Minimum of 3 years of experience in planning, organizing and arranging organizational meetings. Experience in planning meetings, meeting agendas and scheduling appropriate facilities and preparing support materials. Experience in providing and preparing meeting reports and recording sessions. Can serve as deputy project manager with verified post-high school educational courses in related areas of subject matter. High School diploma or GED.

Administrative Assistant - Minimum of 2 years of administrative support to facilitation planning and operations. Schedules meeting facilities, arranges support services (e.g., audio-visual equipment, writing pads, computers, food services, desk and chair arrangements, etc.). Handles budgets, expenditures and human resource requirements. Provide overall office support, including mail, travel, personal schedules, etc. High School diploma or GED.

Clerical II - Minimum 2 years of experience in data entry, database systems, PC applications software use, document and report preparation. High School diploma or GED.

Clerical I - Minimum one year typing and word processing, document and report preparation, completion of some basic certification courses, understanding of records maintenance techniques, spread sheet and financial reporting. High School diploma or GED.

LABOR CATEGORIES AND RATES

SIN 874-1RC and 874-1 Recovery Items

Prices shown are Net (Discount Deducted)

Labor Category	Government Hourly Rate Government Site	Contractor Hourly Rate Contractor Site
Director/Principal	\$143.55	\$165.09
Program Manager	\$95.67	\$110.02
Project Manager	\$79.73	\$91.69
Task Manager	\$69.89	\$80.38
Principal Consultant III	\$109.82	\$126.30
Principal Consultant II	\$95.67	\$110.02
Principal Consultant I	\$79.73	\$91.92
Facilitation Manager	\$95.91	\$110.02
Senior Systems Analyst	\$109.82	\$126.30
Systems Analyst II	\$89.37	\$102.77
Systems Analyst I	\$65.72	\$75.57
Meeting Facilitator	\$69.89	\$80.38
Technical Writer/Editor	\$48.33	\$55.57
Conference Planner	\$48.33	\$55.57
Administrative Assistant	\$39.59	\$45.53
Clerical II	\$29.87	\$34.34
Clerical I	\$26.10	\$30.02



SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01020 – Administrative Assistant	2005-2103
Clerical II	01052 – Data Entry Operator II	2005-2103
Clerical I	01051 – Data Entry Operator I	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA 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.