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

Online 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.

Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: GS-10F-046CA
Contract Period: January 20, 2020 – January 19, 2025

Contractor: Design To Delivery Inc
7910 Woodmont Avenue, Suite 300
Bethesda, MD 20814

Business Size: Small, Disadvantaged, Economically Disadvantaged Woman-Owned Small Business

Telephone: 301-657-4440
Fax Number: 301-657-4499
Web Site: www.d2dinc.com
Point of Contact: Molly Gimmel
Email: mgimmel@d2dinc.com

Price list current as of Modification #PS-A812 effective April 11, 2020.

Prices shown herein are Net 30.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at www.gsa.gov.
Design To Delivery Inc (D2DInc), incorporated in 2001, is an economically-disadvantaged woman-owned small business. Headquartered in Bethesda, Maryland, we specialize in government procurement. Our staff of skilled professionals has experience in the government arena, working on procurement-related projects in virtually every Federal, civilian, and defense agency, and in various state/local government projects.

Our core capabilities include: pre-award acquisition support; post-award contract administration; contract closeout; financial management; project and program management; and administrative support services.

**Customer Information:**

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>n/a</td>
<td>Management &amp; Financial Consulting, Acquisition &amp; Grants Management Support, and Business Program &amp; Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>n/a</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

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 rate table on page 4.

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 descriptions on page 5.

2. Maximum Order: $1,000,000

3. Minimum Order: $100

4. Geographic Coverage (Delivery Area): Domestic only

5. Point(s) of production: Same as company address

7. Quantity discount: 1% discount on all orders exceeding $500,000, and 2% discount on all orders exceeding $1,000,000.

8. Prompt payment terms: Net 30

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

10a. Time of Delivery: Specified on each task order

10b. Expedited Delivery: Contact Contractor

10c. Overnight and 2-Day Delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. FOB Point(s): Destination

12a. Ordering Address: Same as Contractor

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address: Same as Contractor

14. Warranty Provision: Contractor’s standard commercial warranty

15. Export Packing Charges: n/a

16. Terms and Conditions of Rental, Maintenance and Repair: n/a

17. Terms and Conditions of Installation: n/a

18a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: n/a

18b. Terms and Conditions for Any Other Services: n/a

19. List of Service and Distribution Points: n/a

20. List of Participating Dealers: n/a

21. Preventive Maintenance: n/a

22a. Special Attributes such as Environmental Attributes: n/a
22b. Section 508 Compliance: n/a

23. Data Universal Numbering System (DUNS) Number: 060799850

24. Notification Regarding Registration in System for Award Management (SAM) Database: Contractor registered and active in SAM

Pricing:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Min Educ</th>
<th>Min Yrs Exp</th>
<th>Site</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
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<td>Bachelors</td>
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<td>Both</td>
<td>$103.84</td>
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<tr>
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<td>All</td>
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<tr>
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<td>8</td>
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<td>$50.19</td>
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* Substitution criteria: High school diploma with 15 years relevant experience plus 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
** Substitution criteria: High school diploma with 20 years relevant experience plus 24 semester hours among these disciplines: accounting law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

** Service Contract Labor Standards Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No.</th>
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<td>Administrative Assistant I</td>
<td>Secretary II 01312</td>
<td>2015-4269</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
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<td>Administrative Assistant III</td>
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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the US Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

** Labor Category Descriptions

** Program Manager
Qualification Requirements: Bachelors degree plus 10 years relevant experience

Functional Description: Direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Must be able to formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates; manage and control funds and resources; and monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and any delivery/task orders.

** Contract Specialist V
Qualification Requirements: Bachelors degree plus 12 years relevant experience

Functional Description: Provide advice, recommendations, and document preparation support in all areas of the acquisition pre-award phase. Support contracting officers and various technical offices in all types of source selections including formal, informal, and vendor screening processes. Provide advice, recommendations, and document support in all areas of the acquisition post-award phase.

** Contract Specialist IV
Qualification Requirements: Bachelors degree plus 8 years relevant experience

Functional Description: Provide advice, recommendations, and document preparation support in all areas of the acquisition pre-award phase. Support contracting officers and various technical offices in all types of source selections including formal, informal, and vendor screening processes. Provide advice, recommendations, and document support in all areas of the acquisition post-award phase.
Contract Specialist III
Qualification Requirements: Bachelors degree plus 4 years relevant experience
Functional Description: Provide advice, recommendations, and document preparation support in all areas of the acquisition pre-award phase. Support contracting officers and various technical offices in all types of source selections including formal, informal, and vendor screening processes. Provide advice, recommendations, and document support in all areas of the acquisition post-award phase.

Contract Specialist II
Qualification Requirements: Bachelors degree plus 2 years relevant experience
Functional Description: Provide document preparation support in all areas of the acquisition pre-award phase. Support contracting officers and various technical offices in all types of source selections including formal, informal, and vendor screening processes. Prepare documents in support of all areas of the acquisition post-award phase.

Contract Specialist I
Qualification Requirements: Associates degree plus 1 year relevant experience
Functional Description: Provide document preparation support in all areas of the acquisition pre-award phase. Support contracting officers and various technical offices in all types of source selections including formal, informal, and vendor screening processes. Prepare documents in support of all areas of the acquisition post-award phase.

Closeout Specialist III
Qualification Requirements: Bachelors degree plus 4 years relevant experience
Functional Description: Provide closeout / undisbursed obligation (UDO) support. Closeout / UDO support activities include, but are not limited to: verification that all invoices have been submitted and paid before closing an order; obtaining concurrences for closeout from the COR and vendor; drafting a modification for contracting officer’s signature; entering correct information into internal and external financial and business management systems.

Closeout Specialist II
Qualification Requirements: Bachelors degree plus 2 years relevant experience
Functional Description: Provide closeout / undisbursed obligation (UDO) support. Closeout / UDO support activities include, but are not limited to: verification that all invoices have been submitted and paid before closing an order; obtaining concurrences for closeout from the COR and vendor; drafting a modification for contracting officer’s signature; entering correct information into internal and external financial and business management systems.

Closeout Specialist I
Qualification Requirements: Associates degree plus 1 year relevant experience
Functional Description: Provide closeout / undisbursed obligation (UDO) support. Closeout / UDO support activities include, but are not limited to: verification that all invoices have been submitted and paid before closing an order; obtaining concurrences for closeout from the COR and vendor; drafting a modification for contracting officer's signature; entering correct information into internal and external financial and business management systems.

Procurement Technician III

Qualification Requirements: Bachelors degree plus 4 years relevant experience

Functional Description: Responsibilities may include the planning and executing of administrative acquisition program functions that are essential to the accomplishment of the employing unit's mission. This function also includes assistance with invoice review and documentation, and logging on tracking spreadsheets. Additional ability to provide acquisition support in the preparation of pre-solicitation documentation, contract modifications, requests for proposals, and conducting market research.

Procurement Technician II

Qualification Requirements: Bachelors degree plus 2 years relevant experience

Functional Description: Responsibilities may include the planning and executing of administrative acquisition program functions that are essential to the accomplishment of the employing unit's mission. This function also includes assistance with invoice review and documentation, and logging on tracking spreadsheets. Additional ability to provide acquisition support in the preparation of pre-solicitation documentation, contract modifications, requests for proposals, and conducting market research.

Procurement Technician I

Qualification Requirements: Associates degree plus 1 year relevant experience

Functional Description: Responsibilities may include the planning and executing of administrative acquisition program functions that are essential to the accomplishment of the employing unit's mission. This function also includes assistance with invoice review and documentation, and logging on tracking spreadsheets.

Business Specialist II

Qualification Requirements: High school diploma plus at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management plus at least 15 years relevant experience

Functional Description: Provide advice, recommendations, and document preparation support in all areas of the acquisition pre-award phase. Support contracting officers and various technical offices in all types of source selections including formal, informal, and vendor screening processes. Provide advice, recommendations, and document support in all areas of the acquisition post-award phase.

Business Specialist I
Qualification Requirements: High school diploma plus at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management plus at least 10 years relevant experience.

Functional Description: Provide advice, recommendations, and document preparation support in all areas of the acquisition pre-award phase. Support contracting officers and various technical offices in all types of source selections including formal, informal, and vendor screening processes. Provide advice, recommendations, and document support in all areas of the acquisition post-award phase.

Analyst V
Qualification Requirements: Bachelors degree plus 5 years relevant experience

Functional Description: Enter and maintain data in contracting and other databases; produce and analyze metrics and other reports to identify trends and accomplishment of objectives (e.g., PALT times, etc.); assist with research and analysis. Maintain databases to create new reports needed by contracting and other departments; update fields; train users; respond to inquiries and requests.

Analyst IV
Qualification Requirements: High school diploma or GED plus 4 years relevant experience, or Bachelors degree plus 2 years relevant experience

Functional Description: Enter and maintain data in contracting and other databases; produce and analyze metrics and other reports to identify trends and accomplishment of objectives (e.g., PALT times, etc.); assist with research and analysis. Maintain databases to create new reports needed by contracting and other departments; update fields; train users; respond to inquiries and requests.

Analyst III
Qualification Requirements: High school diploma or GED plus 3 years relevant experience; or Bachelors degree plus 1 year relevant experience

Functional Description: Perform data entry into contracting and other databases; produce metrics and other reports; track and monitor Purchase Request creation and approval; review and process client invoices and create sales orders and purchase requests in automated systems. Provide administrative support for CORs and Program Managers in administering their contracts, including file management, deliverable tracking, invoice processing, and budget monitoring.

Analyst II
Qualification Requirements: High school diploma or GED plus 2 years relevant experience

Functional Description: Perform data entry into contracting and other databases; produce metrics and other reports; track and monitor Purchase Request creation and approval; review and process client invoices and create sales orders and purchase requests in automated systems. Provide administrative support for CORs and Program Managers in administering their contracts, including file management, deliverable tracking, invoice processing, and budget monitoring.
Analyst I

Qualification Requirements: High school diploma or GED plus 1 year relevant experience

Functional Description: Perform data entry into contracting and other databases; produce metrics and other reports; track and monitor Purchase Request creation and approval; review and process client invoices and create sales orders and purchase requests in automated systems. Provide administrative support for CORs and Program Managers in administering their contracts, including file management, deliverable tracking, invoice processing, and budget monitoring.

Administrative Assistant III

Qualification Requirements: High school diploma plus 8 years relevant experience

Functional Description: Basic duties include front reception desk phone coverage, and greeting and escorting visitors, administrative and clerical functioning such as typing, filing, reproductive services, faxing, packaging for mail, and calendar management for organizational leadership. Knowledge of priorities, commitments, policies, and program goals of the supervisor and staff, in order to perform non-routine assignments such as locating and summarizing information from files and documents, as required, or in anticipation of supervisor's needs. Skill in advising secretaries in subordinate units concerning such matters as application of various procedures and reporting requirements. Knowledge of grammar, punctuation, and spelling, as well as organizational requirements on style and format; office filing systems; knowledge of substantive programs of the office to direct inquiries; knowledge of travel regulations and time and attendance procedures to prepare vouchers and reports.

Administrative Assistant II

Qualification Requirements: High school diploma plus 5 years relevant experience

Functional Description: Basic duties include front reception desk phone coverage, and greeting and escorting visitors, administrative and clerical functioning such as typing, filing, reproductive services, faxing, packaging for mail, and calendar management for organizational leadership. Sufficient knowledge of the substantive programs of the organization and of the goals, priorities, policies and commitments of the supervisor, to perform such tasks as assembling information to be used for reports or responses to inquiries; compose non-technical correspondence; and maintain awareness of the clerical and administrative problems related to the organization's programs. Skill in advising and instructing subordinate offices concerning the required reporting and general clerical and administrative procedures of the organization.

Administrative Assistant I

Qualification Requirements: High school diploma plus 2 years relevant experience

Functional Description: Basic duties include front reception desk phone coverage, and greeting and escorting visitors, administrative and clerical functioning such as typing, filing, reproductive services, faxing, packaging for mail, and calendar management for organizational leadership. Knowledge of administrative concepts and practices in order to recommend changes in administrative policies, devise and install procedures and office practices affecting subordinate organizations, and foresee administrative problems and requirements. Knowledge of the organization's substantive programs, supervisor's views, and the
administrative functions, sufficient to answer routine inquiries and route to proper units. Skill in advising and instructing secretaries in subordinate organizations concerning such matters as directives, reports, correspondence, and telephone procedures.