GENERAL SERVICES ADMINISTRATION (GSA)

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.

Professional Services Schedule (PSS)
Federal Supply Schedule 00CORP
Federal Supply Group: 874 Class: R499

For more information on ordering from Federal Supply Schedules click on the FSS Schedules link at fss.gsa.gov

Octo Consulting Group, Inc.
10780 Parkridge Blvd, 4th Floor
Reston, VA 20191
Tel: 571-423-0200 Fax: 703-763-2348
www.octoconsulting.com

Contract Number: GS-10F-155AA
Contract Period: April 26, 2013 – April 25, 2018
Business Size: Large

Contract Administration: Stacy Zelensky
contracts@octoconsulting.com

Pricelist current through Modification PA-0023 dated October 16, 2017
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1.0 Customer Information

1a. Awarded Special Item Numbers (SINs):

- 874-1/874-1RC Integrated Consulting Services
- 874-6/874-6RC Acquisition Management Support

874-1 – Integrated Consulting Services
Contractors shall provide expert advice and assistance in support of an agency’s mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services

- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

NOTE: Legal, expert witness, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to C520 SINs. Consulting services relating to public relations are not covered under this SIN. Refer to SIN C541-2, Public Relations Services.

874-6 – Acquisition Management Support
Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy; acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.; 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; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under PSS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see www.gsa.gov/psschedule.

NOTE: Grants management services are not covered under this SIN. Refer to, SIN C520-22, Grants Management Support Services.

1b. Lowest Priced Labor Category: See Section 3.0 Hourly Labor Rates
1c. Labor Category Descriptions: See Section 2.0 Labor Category Descriptions

2. Maximum Order: $1,000,000

3. Minimum Order: $100

4. Geographic Coverage (delivery Area): Domestic only

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


7. Quantity discounts: 1% for orders over $3 million and 2% for orders over $5 million.

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 individual Task Order

11b. Expedited Delivery: Items available for expedited delivery are negotiated by Task Order

11c. Overnight and 2-day delivery. Contact Contractor for rates

11d. Urgent Requirements. Contact Contractor to effect faster delivery

12. F.O.B Points(s): Destination

13a. Ordering Address(es):

   10780 Parkridge Boulevard, 4th Floor
   Attention: Contracts
   Reston, VA 20191
   Email: contracts@octoconsulting.com

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(es):

10780 Parkridge Boulevard, 4th Floor  
Attention: Accounts Receivable  
Reston, VA 20191

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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 800127859

26. Notification Regarding Registration in System for Award Management (SAM) database [formerly Central Contractor Registration – CCR]. Octo Consulting Group, Inc. is registered in the SAM database (www.sam.gov)
2.0 Labor Category Descriptions

**Senior Subject Matter Expert II**
Provides expert advice and insight concerning strategic direction and applicability of up to date, industry standard solutions. Responsible for providing high level vision to program/project manager and/or senior client leadership to influence objectives of complex efforts. 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 Senior Subject Matter Expert II includes former high ranking military or civilian officials, highly experienced individuals and/or experts recognized by industry in their specific field and may have also published books and articles as well as presented at major conferences.

**Education and Experience:** Master's Degree and fifteen years of related experience

**Senior Subject Matter Expert I**
Provides expert advice and insight concerning strategic direction and applicability of up to date, industry standard solutions. Responsible for providing high level vision to program/project manager and/or senior client leadership to influence objectives of complex efforts. 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 Senior Subject Matter Expert I includes former high ranking military or civilian officials, highly experienced individuals and/or experts recognized by industry in their specific field and may have also published books and articles as well as presented at major conferences.

**Education and Experience:** Master's Degree and twelve years of related experience

**Senior Subject Matter Expert**
Provides expert advice and insight concerning strategic direction and applicability of up to date, industry standard solutions. Responsible for providing high level vision to program/project manager and/or senior client leadership to influence objectives of complex efforts. 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 Subject Matter Expert includes former high ranking military or civilian officials, highly experienced individuals and/or experts recognized by industry in their specific field and may have also published books and articles as well as presented at major conferences.

**Education and Experience:** Bachelor's Degree and ten years of related experience

**Senior Program Manager**
Provides expert advice, assistance, guidance or counseling for consulting and/or acquisition engagements. Senior Program Managers apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Octo Consulting Group, Inc. projects. Senior Program Managers provide expertise in industry, process or business process redesign including plan and manage the work of business architecture design project teams; design and implement new organization structures; Conceptual design and development of training curricula; organizational change programs and realize business goals; lead clients through streamlining, reengineering and transforming business processes; and, ensure consistency of quality across multiple projects.

**Education and Experience:** Bachelor's Degree and twelve years of related experience
**Program Manager**
Provides expert advice, assistance, guidance or counseling for consulting and/or acquisition engagements. Program Managers apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Octo Consulting Group, Inc. projects. Program Managers provide expertise in industry, process or business process redesign including plan and manage the work of business architecture design project teams; design and implement new organization structures; Conceptual design and development of training curricula; organizational change programs and realize business goals; lead clients through streamlining, reengineering and transforming business processes; and, ensure consistency of quality across multiple projects.

**Education and Experience:** Bachelor's Degree and ten years of related experience

**Strategic Planner**
Provides general and specialized expertise designing and implementing strategic planning; program evaluation using feasibility, effectiveness, and cost-benefit analyses of organizational strategies, policies and programs; quality management services; process management; facilitation; work groups; survey design and implementation; and, outsourcing studies and documentation. A Strategic Planner plans, organizes, staffs, directs, and manages performance of work for one or more task orders within the relevant subject matter domain of the project and the consulting team's practice area, and is responsible for providing technical guidance and expertise to project staff, and ensuring that the methods, tools, and techniques applied in performance of the work; monitoring the technical quality of work products, and ensures that the products meet quality standards; coordinate with the contract/task order managers, planning work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives, directing the work efforts of project staff; and provides consultative advice in areas of expertise to the customer.

**Education and Experience:** Bachelor's Degree and seven years of related experience

**Senior Principal Consultant III**
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; mediation and facilitation services and executive coaching; publish articles regarding strategy development. Manage a team of consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.

**Education and Experience:** Master’s Degree and twelve years of related experience

**Senior Principal Consultant II**
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; mediation and facilitation services and executive coaching; publish articles regarding strategy development. Manage a team of consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.

**Education and Experience:** Master’s Degree and eleven years of related experience
Senior Principal Consultant I
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; mediation and facilitation services and executive coaching; publish articles regarding strategy development. Manage a team of consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.

Education and Experience: Bachelor's Degree and eleven years of related experience

Principal Consultant II
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; mediation and facilitation services and executive coaching; publish articles regarding strategy development. Manage a team of consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.

Education and Experience: Bachelor's Degree and ten years of related experience

Principal Consultant I
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; mediation and facilitation services and executive coaching; publish articles regarding strategy development. Manage a team of consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.

Education and Experience: Bachelor's Degree and eight years of related experience

Senior Consultant II
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; Has progressively responsible experience in applied or analytical experience of which at least four years should be specialized and significant project-related analytical experience in one or more project elements, or a functional/technical expert in a project element; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions. Facilitates strategy development, implementation and process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of consultants and analysts supporting an agency's strategy development, implementation and process improvement and training efforts.

Education and Experience: Bachelor's Degree and seven years of related experience

Senior Consultant I
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; Has progressively responsible experience in applied or analytical experience of which at least four years should be specialized and significant project-related analytical experience in one or more project elements, or a functional/technical expert in a project element; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions.
strategy or business change or improvement; conduct training sessions. Facilitates strategy development, implementation and process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of consultants and analysts supporting an agency's strategy development, implementation and process improvement and training efforts.

**Education and Experience:** Bachelor's Degree and five years of related experience

**Consultant II**
Provides technical knowledge in their area of expertise, work individually and on teams to support the completion of project specific tasks within estimated timeframes and budget constraints and interface with the client on a day-to-day basis. Has a demonstrated record of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, ability to provide guidance and direction for specific projects or sub-tasks and increasing responsibility in design, implementation, and management of projects. Applies their specific expertise to the practical issues they identify or those presented by the client. Assists in the formulation of solutions, prepare reports, studies, and documentation, and support presentations and client meetings.

**Education and Experience:** Bachelor's Degree and four years of related experience

**Consultant I**
Provides technical knowledge in their area of expertise, work individually and on teams to support the completion of project specific tasks within estimated timeframes and budget constraints and interface with the client on a day-to-day basis. Has a demonstrated record of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, ability to provide guidance and direction for specific projects or sub-tasks and increasing responsibility in design, implementation, and management of projects. Applies their specific expertise to the practical issues they identify or those presented by the client. Assists in the formulation of solutions, prepare reports, studies, and documentation, and support presentations and client meetings.

**Education and Experience:** Bachelor's Degree and three years of related experience

**Associate Consultant II**
Interfaces with the client on a day-to-day basis, assists in identifying problems, performs technical analysis, and devise feasible solutions, support the completion of project specific tasks within estimated time frames and budget constraints, and support presentations and client meetings. Has experience participating in projects as a team member and specific experience in one or more key project areas.

**Education and Experience:** Bachelor's Degree and one year of related experience

**Associate Consultant I**
Interfaces with the client on a day-to-day basis, assists in identifying problems, performs technical analysis, and devise feasible solutions, support the completion of project specific tasks within estimated time frames and budget constraints, and support presentations and client meetings. Has some experience participating in projects as a team member and specific experience in one or more key project areas.

**Education and Experience:** Bachelor's Degree

**Senior Associate**
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; mediation and facilitation services and executive coaching; publish articles regarding strategy development. Manage a team of consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.
**Education and Experience:** Bachelor's Degree and eight years of related experience

**Associate**
Provides consulting to senior managers or executives on agency-wide strategy implementation; organizational behavior and organizational development; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; mediation and facilitation services and executive coaching; publish articles regarding strategy development. Manage a team of consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.

**Education and Experience:** Bachelor's Degree and six years of related experience

**EXPERIENCE & DEGREE SUBSTITUTION**
Experience/professional certification may be considered as a substitute for degree; an advanced degree/professional certification may be considered as a substitute for experience.

**DEGREE MAY BE SUBSTITUTED AS FOLLOWS:**

- **Bachelor Degree** = 4 Years Experience
- **Masters Degree** = 6 Years Experience
- **PhD** = 8 Years Experience

**EDUCATION MAY BE SUBSTITUTED AS FOLLOWS:**

- 4 Years Experience = Bachelor Degree
- 6 Years Experience = Masters Degree
- 8 Years Experience = PhD
3.0 **Hourly Labor Rates**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Subject Matter Expert II</td>
<td>$342.00</td>
<td>$349.87</td>
<td>$357.91</td>
<td>$366.14</td>
<td>$374.57</td>
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<tr>
<td>Senior Subject Matter Expert I</td>
<td>$270.40</td>
<td>$276.62</td>
<td>$282.98</td>
<td>$289.49</td>
<td>$296.15</td>
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<td>Senior Subject Matter Expert</td>
<td>$192.92</td>
<td>$197.36</td>
<td>$201.90</td>
<td>$206.54</td>
<td>$211.29</td>
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<td>Sr. Program Manager</td>
<td>$200.00</td>
<td>$204.60</td>
<td>$209.31</td>
<td>$214.12</td>
<td>$219.04</td>
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<tr>
<td>Program Manager</td>
<td>$169.74</td>
<td>$173.64</td>
<td>$177.64</td>
<td>$181.72</td>
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<td>Strategic Planner</td>
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<td>$168.97</td>
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<td>$176.83</td>
</tr>
</tbody>
</table>

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS 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.