

# **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 Service Schedule, Industrial Group: 00CORP**

**Class: R499**

**Contract Number: GS-10F-182AA**

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

**Contract Period: May 30, 2013 through May 29, 2018**

**Contractor:** Development & Training Services, Inc.  
4600 FAIRFAX DR STE 304  
Arlington, VA 22203 1654

**Business Size:** Small, Disadvantaged, Woman Owned Business

**Telephone:** (703) 465-9388  
**Extension:**  
**FAX Number:** (703) 465-9344  
**Web Site:** [www.onlinedts.com](http://www.onlinedts.com)  
**E-mail:** [cbasso@onlineDTS.com](mailto:cbasso@onlineDTS.com)  
**Contract Administration:** Cecilia Basso

## **CUSTOMER INFORMATION:**

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1, 874-1RC, 874-4 and 874-4RC**
- 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**

## **(CUSTOMER INFORMATION: Continued)**

3. **Minimum Order: \$100.00**
4. **Geographic Coverage (delivery Area):** Worldwide
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 Attachment.
7. **Quantity discounts:** 0.5% on orders equal to or exceeding \$500,000.00
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:**
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 Contractor
- 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](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
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

## (CUSTOMER INFORMATION: Continued)

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/).
25. Data Universal Numbering System (DUNS) number: 037188526
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

The hourly pricing for awarded SINs 874-1/1 RC and 874-4/4RC is shown in the table below and will remain in effect until changed in accordance with clause I-FSS-969(b)(2).

SIN(s)	Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Contractor or Customer Site	Domestic or Overseas	Market Prices	Unit of Issue	GSA Discount (off Market Prices) (%)	GSA Price (Excluding IFF)	GSA Price (including IFF)
874 1	Finance & Contracts Specialist II	Master's	7	Both	Domestic and Overseas	\$74.52	Hour	0.00%	\$74.52	\$75.08
874 1	Finance & Contracts Specialist I	Master's	10	Both	Domestic and Overseas	\$113.27	Hour	0.00%	\$113.27	\$114.13
874 1	Information Technology Specialist III	Bachelor's	3	Both	Domestic and Overseas	\$73.84	Hour	0.00%	\$73.84	\$74.40
874 1	Information Technology Specialist II	Master's	5	Both	Domestic and Overseas	\$159.60	Hour	2.00%	\$156.41	\$157.59

## (CUSTOMER INFORMATION: Continued)

874 1	Program Support	Bachelor's	2	Both	Domestic and Overseas	\$62.93	Hour	0.00%	\$62.93	\$63.41
874 1	Development Specialist/Subject Matter Expert II	Master's	5	Both	Domestic and Overseas	\$94.83	Hour	0.75%	\$94.12	\$94.83
874 1	Development Specialist/Subject Matter Expert I	Master's	7	Both	Domestic and Overseas	\$112.70	Hour	0.75%	\$111.85	\$112.70
874 1	Senior Dev Specialist/Senior Subject Matter Expert II	Master's	10	Both	Domestic and Overseas	\$137.29	Hour	0.75%	\$136.26	\$137.29
874 1	Senior Dev Specialist/Senior Subject Matter Expert I	Master's	12	Both	Domestic and Overseas	\$185.59	Hour	0.75%	\$184.20	\$185.59
874 1	Principal Dev Specialist/Principal Subject Matter Expert III	Master's	5	Both	Domestic and Overseas	\$107.52	Hour	0.75%	\$106.71	\$107.52
874 1	Principal Dev Specialist/Principal Subject Matter Expert II	Master's	12	Both	Domestic and Overseas	\$211.23	Hour	2.00%	\$207.01	\$208.57
874 1	Principal Dev Specialist/Principal Subject Matter Expert I	Master's	15	Both	Domestic and Overseas	\$217.18	Hour	2.00%	\$212.83	\$214.44
874 4	Trainer II	Bachelor's	5	Both	Domestic and Overseas	\$77.38	Hour	0.00%	\$77.38	\$77.96
875 4	Trainer I	Master's	10	Both	Domestic and Overseas	\$187.25	Hour	0.00%	\$187.25	\$188.66
876 4	Training Specialist II	Bachelor's	5	Both	Domestic and Overseas	\$41.40	Hour	0.00%	\$41.40	\$41.71
877 4	Training Specialist I	Master's	10	Both	Domestic and Overseas	\$78.32	Hour	0.00%	\$78.32	\$78.91
878 4	Facilitator II	Bachelor's	5	Both	Domestic and Overseas	\$52.50	Hour	0.00%	\$52.50	\$52.90
879 4	Facilitator I	Master's	10	Both	Domestic and Overseas	\$79.47	Hour	0.00%	\$79.47	\$80.07

## (CUSTOMER INFORMATION: Continued)

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

### LABOR CATEGORY DESCRIPTIONS

<b>Title:</b>	<b>Finance &amp; Contracts Specialist II</b>
<b>Functional Responsibilities:</b>	Participates in strategy formulation and offers expert services. Prepares Cost Proposals, performs budget analysis, creates project P&L statements, reviews monthly financial statements and performs profit analysis, crates and analyzes financial forecast data, negotiate contracts, administers commercial and government contracts in accordance with company policies and legal requirements. Ability to review contractual documents; understanding of contract law; significant knowledge of contract pricing and price analyses techniques. Through understanding of allowable and unallowable expenses including Cost Accounting Standards and accounting principles. Prepare certifications and representations on behalf of the company.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 7 years of experience. Experience in project management, contract management, financial management. Knowledge of USAID, FAR, AIDAR. Computer proficiency with MS Office application experience, including Word, Excel, Project and PowerPoint; detailed understanding and use of database technologies helpful.

<b>Title:</b>	<b>Finance &amp; Contracts Specialist I</b>
<b>Functional Responsibilities:</b>	Participates in strategy formulation and offers expert services. Finance and Contract Specialist: Prepares Cost Proposals, performs budget analysis, creates project P&L statements, reviews monthly financial statements and performs profit analysis, crates and analyzes financial forecast data, negotiate contracts, administers commercial and government contracts in accordance with company policies and legal requirements. Ability to review contractual documents; understanding of contract law; significant knowledge of contract pricing and price analyses techniques. Through understanding of allowable and unallowable expenses including Cost Accounting Standards and accounting principles. Prepare certifications and representations on behalf of the company. Provides management or technical direction. Provides guidance and leadership to cross-functional operational and technical team members.
<b>Minimum Education Level:</b>	Master's

## (CUSTOMER INFORMATION: Continued)

<b>Minimum Experience Requirements:</b>	At least 10 years of experience. Experience in project management, contract management, financial management. Knowledge of USAID, FAR, AIDAR. Computer proficiency with MS Office application experience, including Word, Excel, Project and PowerPoint; detailed understanding and use of database technologies helpful. Provides programming and technical support to survey projects.
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<b>Title:</b>	<b>Information Technology Specialist III:</b>
<b>Functional Responsibilities:</b>	Provides analysis, advice and/or implementation assistance on design, implementation and evaluation of computerization of information systems. Provides programming and technical support to survey projects.
<b>Minimum Education Level:</b>	Bachelor's
<b>Minimum Experience Requirements:</b>	At least 3 years of experience in related technology, especially in data processing functions.

<b>Title:</b>	<b>Information Technology Specialist II:</b>
<b>Functional Responsibilities:</b>	Provides analysis, advice and/or implementation assistance on design, implementation and evaluation of computerization of information systems. Provides programming and technical support to survey projects.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 5 years of experience in related technology, especially in data processing functions and general management principles that enables the understanding of the stages required to automate a work process.

<b>Title:</b>	<b>Program Support:</b>
<b>Functional Responsibilities:</b>	Provides basic organizational and administrative support to teams and clients, included but not limited to: travel arrangements; composing and typing routine correspondence for supervisor's approval; typing and distribution of periodic reports; gathering data; assisting in the preparation of materials for conferences and meetings.
<b>Minimum Education Level:</b>	Bachelor's
<b>Minimum Experience Requirements:</b>	At least 2 years work experience; demonstrated ability to prioritize a wide range of activities; demonstrated administrative experience.

<b>Title:</b>	<b>Development Specialist II/Subject Matter Expert II:</b>
<b>Functional Responsibilities:</b>	Works in a technical or project related capacity on defined assignments; participates in implementation of strategic group initiatives. Has knowledge of commonly-used concepts, practices, and procedures within a relevant field. Applicable functional areas include, but are not limited to: training and capacity development, monitoring and evaluation, gender integration, economic growth, democracy and governance, and natural resource management. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Primary job functions require exercising some independent judgment.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 5 years of professional experience in a field of specialization.

<b>Title:</b>	<b>Development Specialist I/Subject Matter Expert I:</b>
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## (CUSTOMER INFORMATION: Continued)

<b>Functional Responsibilities:</b>	Works in a technical or project related capacity. Familiar with standard concepts, practices, and procedures of a particular field. Analyzes client issues and suggests solutions for improvement. Plays key role in implementing strategic group or program initiative. Performs a variety of tasks. Ability to plan and organize workloads with limited supervision. A certain degree of creativity and latitude required. Applicable functional areas include, but are not limited to: training and capacity development, monitoring and evaluation, gender integration, economic growth, democracy and governance, and natural resource management.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 7 years of professional experience in a field of specialization.

<b>Title:</b>	<b>Senior Development Specialist II/Senior Subject Matter Expert II:</b>
<b>Functional Responsibilities:</b>	Provides project leadership in addition to bringing technical/scientific experience and research capabilities to this post. Analyzes client needs to determine program requirements. Works independently under general guidelines or objectives. Applicable functional areas include, but are not limited to: training and capacity development, monitoring and evaluation, gender integration, economic growth, democracy and governance, and natural resource management.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 10 years of professional experience in a field of specialization.

<b>Title:</b>	<b>Senior Development Specialist I/Senior Subject Matter Expert I:</b>
<b>Functional Responsibilities:</b>	Technical and project leadership. Independently performs a project assignment that involves complex features and can be guided by codes, standards, and other precedents of the discipline. Identifies resources required for each task and typically provides guidance and oversight for implementation. Applicable functional areas include, but are not limited to: training and capacity development, monitoring and evaluation, gender integration, economic growth, democracy and governance, and natural resource management.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 12 years of professional experience in a field of specialization. Experience providing direction, oversight, and coordination of project, proposal, and initiative teams.

<b>Title:</b>	<b>Principal Development Specialist II/Principal Subject Matter Expert III:</b>
<b>Functional Responsibilities:</b>	Exercises leadership in technical and/or program related assignments typically mentoring individuals or small teams. Applicable functional areas include, but are not limited to: training and capacity development, monitoring and evaluation, gender integration, economic growth, democracy and governance, and natural resource management.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 5 years of professional experience in a field of specialization.

<b>Title:</b>	<b>Principal Development Specialist II/Principal Subject Matter Expert II:</b>
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## (CUSTOMER INFORMATION: Continued)

<b>Functional Responsibilities:</b>	Exercises leadership in technical and/or program related assignments typically mentoring individuals or small to large teams. Consults and oversees program and/or office activities, personnel and/or budget matters with limited supervision. Employs high degree of creativity and foresight to plan, organize, and lead activities for which approaches or precedence may be unclear or non-existent. Applicable functional areas include, but are not limited to: training and capacity development, monitoring and evaluation, gender integration, economic growth, democracy and governance, and natural resource management.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 12 years of professional experience in a field of specialization. Experience providing direction, oversight, and coordination of project, proposal, and initiative teams.

<b>Title:</b>	<b>Principal Development Specialist I/Principal Subject Matter Expert I:</b>
<b>Functional Responsibilities:</b>	Consults, leads, advises, manages, or provides technical assistance in area of expertise to reach program objectives. May serve as liaison or advisor to high level executives or government representatives. Oversight of individuals on defined tasks and supervisory responsibility for larger teams and projects. Applicable functional areas include, but are not limited to: training and capacity development, monitoring and evaluation, gender integration, economic growth, democracy and governance and natural resource management.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	At least 15 years of professional experience in a field of specialization. Demonstrated experience in planning, directing, and organizing programs, staff and/or technical lead.

<b>Title:</b>	<b>Trainer II</b>
<b>Functional Responsibilities:</b>	Conducts and leads training activities. Trains staff by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.
<b>Minimum Education Level:</b>	Bachelor's
<b>Minimum Experience Requirements:</b>	Minimum of (5) years of experience in providing training.

<b>Title:</b>	<b>Trainer I</b>
<b>Functional Responsibilities:</b>	Conducts and leads training activities. Trains staff by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides post-training recommendations for improvement. Provides assistance in the process of training material preparation and review.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	Minimum of ten (10) years of experience in providing training.

<b>Title:</b>	<b>Training Specialist II</b>
<b>Functional Responsibilities:</b>	Develops, designs training programs and curriculum. Identifies training needs. Targets specific course content areas for revision. Guides course evaluation process including development, implementation, and reporting of participant feedback.
<b>Minimum Education Level:</b>	Bachelor's

## (CUSTOMER INFORMATION: Continued)

<b>Minimum Experience Requirements:</b>	Minimum of five (5) years of experience in related field.
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<b>Title:</b>	Training Specialist I
<b>Functional Responsibilities:</b>	Develops, designs training programs and curriculum. Identifies training needs. Targets specific course content areas for revision. Guides course evaluation process including development, implementation, and reporting of participant feedback.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	Minimum of ten (10) years of experience in related field.

<b>Title:</b>	Facilitator II
<b>Functional Responsibilities:</b>	Planning and facilitation of training activities including formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Defines an agenda, selects appropriate participants, communicates project goals, and selects appropriate tools and techniques.
<b>Minimum Education Level:</b>	Bachelor's
<b>Minimum Experience Requirements:</b>	Minimum of five (5) years of experience in related field.

<b>Title:</b>	Facilitator I
<b>Functional Responsibilities:</b>	Planning and facilitation of training activities including formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Defines an agenda, selects appropriate participants, communicates project goals, and selects appropriate tools and techniques.
<b>Minimum Education Level:</b>	Master's
<b>Minimum Experience Requirements:</b>	Minimum of ten (10) years of experience in related field.