

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!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for – Professional Service Schedule (PSS) Federal Supply Group: 00CORP Class: R499

Contract Number: GS10F193BA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at

<http://www.gsa.gov/schedules-ordering>

Contract Period: July 10, 2014 – July 9, 2019

Contractor: D & R International, Ltd
1100 Wayne Avenue
Suite 700
Silver Spring, MD 20910 3634

Business Size: Small Business

Telephone: (301) 628-2030

Extension:

FAX Number: (301) 588-0854

Web Site: www.drintl.com

E-mail: mrivera@drintl.com

Contract Administration: Margaret Rivera

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services

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.

874 1, 874 7	Project Assistant	\$47.58
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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 below

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** The geographic location for all labor categories is domestic delivery that includes 50 states, Washington D.C., and U.S. Territories.
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:** 1% on task orders equal to or exceeding \$300,000
8. **Prompt payment terms:** 2% - 15 days; Net 30
- 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 \$2,500
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).**
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
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/.**
25. **Data Universal Numbering System (DUNS) number:** 617160213
26. **Notification regarding registration in System for Award Management (SAM) database:** Registered
27. **Final Pricing:** *The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.*

Item	SIN	Awarded Labor Category	Min Edu	Min Exp.	Site	Year 1
1	874 1 874 7	Principal	Masters	20	Both	\$256.42
2	874 1 874 7	Sr. Consultant	Bachelors	20	Both	\$182.38
3	874 1 874 7	Program Manager	Bachelors	15	Both	\$146.10
4	874 1 874 7	Project Manager	Bachelors	10	Both	\$114.86
5	874 1 874 7	Sr. Associate/Analyst	Bachelors	5	Both	\$80.93
6	874 1 874 7	Subject Matter Expert/Specialist	Bachelors	5	Both	\$126.95
7	874 1 874 7	Associate/Analyst	Bachelors	3	Both	\$62.47
8	874 1 874 7	Jr Associate/Analyst	Bachelors	2	Both	\$51.79
9	874 1 874 7	Project Assistant	Bachelors	0	Both	\$47.58
10	874 1 874 7	Sr. Subject Matter Expert/Specialist	Bachelors	15	Both	\$174.04
11	874 1 874 7	Editor	Bachelors	10	Both	\$103.30

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Project Assistant	01113 - General Clerk III	2005-2103

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

Labor Category Descriptions:

Principal - Minimum Qualifications and Experience: A Masters degree in the relevant field to be supported with at least 20 years of management and consulting experience.

Essential Duties and Responsibilities: Serves as a resource to the program/project managers; providing a broad range of expertise and capability in project management, client relationship management, and subject matter expertise. Provides strong executive level management and direction. Possesses a deep understanding of the client’s industry, and also has an extensive tool set of skills to solve the client’s problems. This position includes being a leader in strategic, business, and action planning, maintains responsibility for formulating work standards, creating strategic project objectives, and managing client issues that may arise.

Sr. Consultant - Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 20 years of management and consulting experience.

Essential Duties and Responsibilities: May be responsible for more than one program area. Ensures appropriate management of subcontractors and the development and tracking of program financials. Works with clients and staff to plan, develop, and execute strategic program direction. Assists or leads management, organizational, training, or business improvement projects including strategic consulting, surveys, business process reengineering activities, change management, training, facilitation, and program management. Possesses strong problem solving and resolution capabilities. May perform the tasks of the manager, team lead, senior system/business analyst or other similar roles.

Program Manager - Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 15 years of program management experience.

Essential Duties and Responsibilities: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall contract performance. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Demonstrate capability in the overall management of multi-task contracts of the size, type, and complexity as described in the Task Order. Leads large, complex, and long-term projects. Coordinates with client to develop the strategy, establish objectives, and determine priorities. Responsible for project management, including oversight of schedules, deliverables, and financials. Determines appropriate staffing, provides guidance, direction and serves as a technical resource to staff. Responsible for quality of all deliverables.

Project Manager – Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 10 years of project management experience.

Essential Duties and Responsibilities: Provides direction on projects from inception through completion and to provide technical and managerial assistance on all aspects of project management to comply with the technical requirements of the contract for the customer. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other business information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending and implementing automated information and systems. Demonstrates proven skills in those areas addressed by the delivery order to be managed. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates strong writing and oral communication skills.

Senior Associate/Analyst - Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 5 years of highly technical/analytical experience.

Essential Duties and Responsibilities: Responsible for small, short- to medium-term projects or more complex project tasks. Determines appropriate staffing; develops timelines; coordinates project tasks; provides guidance and direction to, and oversees the work of, staff members; and ensures the timely completion of deliverables. Independently carries out complex tasks with minimal supervision, as well as interfacing with clients on a day-to-day basis in accomplishing work assignments.

Subject Matter Expert/Specialist – Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 5 years of experience in that field.

Essential Duties and Responsibilities: Subject matter expert in specialized areas such as Engineering, IT, Communications, etc. Analyzes client requirements and recommends development or acquisition strategies. Assist clients in developing strategic plans and concepts. Advise client on the impact of new legislation or new technologies that are relevant to their agency. Works independently carrying out work activity with minimal supervision as well as interfacing with clients on a day-to-day basis in accomplishing work assignments.

Associate/Analyst - Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 3 years of highly technical/analytical experience.

Essential Duties and Responsibilities: Under the supervision of a Senior Associate, perform tasks in research assistance and analysis including collection of quantitative and qualitative data from public sources, experts, and other relevant sources. Analyzes and assesses data, writing of methods, approaches, summaries, evaluations and results. Researches relevant topics to support the services being provided, and presentations for the relevant set of services.

Junior Associate/Analyst - Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 2 years technical/analytical experience.

Summary of Essential Duties and Responsibilities: Works with more senior staff to perform research and analysis, and prepare materials and reports for internal and external purposes. Operates within a limited scope and latitude of action.

Project Assistant - Minimum Qualifications and Experience: An entry-level professional with a four-year degree or a High school diploma plus at least 4 years administrative support experience. Working knowledge of Microsoft Office applications.

Summary of Essential Duties and Responsibilities: Coordinates activities of other staff members to gather information, produce reports and deliverables, and ensure the preparation and distribution of materials, as well as maintenance of project databases. Operates with some latitude for independent action and decision making to meet deadlines. Performs progress reporting, record maintenance and retrieval, document control, project budget, and schedule tracking and reporting. Provides quality assurance and production coordination for reports and deliverables. Works within established guidelines and supervisory oversight.

Senior Subject Matter Expert/Specialist– Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 15 years experience in that field.

Summary of Essential Duties and Responsibilities: Subject matter expert in specialized areas such as Engineering, IT, Communications, etc. Coordinates with clients, and is accountable for staffing, scheduling, and quality control to ensure that all project and contract requirements are met. Confers with client executive management using line of business expertise to define the client's business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assist client in developing strategic plans and concepts. Advise client on the impact of new legislation or new technologies that are relevant to their agency. Operates with wide latitude for independent action and decision making.

Editor - Minimum Qualifications and Experience: A four-year degree in the relevant field with a minimum of 10 years of specialized experience in editing.

Summary of Essential Duties and Responsibilities: Researches, writes, and edits materials for related manuals, briefs, proposals, instructional material, catalogs, technical publications, and reports. Obtains data from independent observation, reviews data with project or program members, and/or studies published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background business/ technical information, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance on all materials.

Equivalent Experience Requirements for D&R Labor Categories

- An additional four years of highly relevant experience will be an acceptable substitute for a Bachelors degree.
- A Bachelors degree and two years of relevant experience will be an acceptable substitute for a Masters degree.