## GENERAL SERVICES ADMINISTRATION

Federal Supply 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 are available through GSA Advantage®, a menu driven database system. The INTERNET address GSA Advantage® is: GSAAAdvantage.gov.

### Multiple Award Schedule (MAS)
Markon, Inc.

<table>
<thead>
<tr>
<th>Contract MAS Number:</th>
<th>GS-21F-091BA, through mod PS-A826, effective 03/11/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Period:</td>
<td>May 12, 2014 – May 11, 2019 (Base, Years 1-5)</td>
</tr>
<tr>
<td></td>
<td>May 12, 2019 – May 11, 2024 (Option 1, Years 6-10)</td>
</tr>
<tr>
<td>Contractor:</td>
<td>Markon, Inc.</td>
</tr>
<tr>
<td></td>
<td>400 S. Maple Ave., Suite 230</td>
</tr>
<tr>
<td></td>
<td>Falls Church, VA 22046-4243</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.markonsolutions.com">http://www.markonsolutions.com</a></td>
</tr>
<tr>
<td>Point of Contact for Contract Administration &amp; Ordering:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emily Porter, Contracts Director</td>
</tr>
<tr>
<td></td>
<td>Markon, Inc.</td>
</tr>
<tr>
<td></td>
<td>400 S. Maple Ave., Suite 230</td>
</tr>
<tr>
<td></td>
<td>Falls Church, VA 22046-4243</td>
</tr>
<tr>
<td></td>
<td>Phone: (703) 884-0028</td>
</tr>
<tr>
<td></td>
<td>Fax #: (703) 639-0922</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:contracts@markonsolutions.com">contracts@markonsolutions.com</a></td>
</tr>
</tbody>
</table>

| Business Size:      | Small                                                  |
| DUNS Number:        | 797142747                                              |

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

1a. Table of Awarded Special Item Number(s) with cross reference to item descriptions and awarded prices.

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561210FAC</td>
<td>Complete Facilities Maintenance and management</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

See price list on page 13.

1b. Lowest Unit Price

Price List

1c. Labor Category Descriptions

Attached

2. Maximum Order

$1,000,000

3. Minimum Order

$100

4. Geographic Coverage

Domestic

5. Points of Production

As required per task order

6. Discount from List Prices/Statement of Net Price

Prices Shown Herein are NET (discount deducted)

7. Quantity Discounts

Negotiated per order

8. Prompt Payment Terms

0% Net 30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items

None

10a. Time of Delivery

Specified per order

10b. Expedited Delivery

Items available for expedited delivery are noted in this price list

Negotiated per order

10c. Overnight and 2-Day Delivery

Not Applicable

10d. Urgent Requirements

Please contact Markon’s Point of Contact to effect a faster delivery

Negotiated per order

11. F.O.B. Point(s)

Destination

12a. Ordering Address(es)

Markon Inc.
Attention: Emily Porter
400 S. Maple Ave., Suite 230
Falls Church, VA 22046
Phone (703) 884-0028
Fax (703) 639-0922
Email: contracts@markonsolutions.com

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**
    - Markon Inc.
    - 400 S. Maple Ave, Suite 230
    - Falls Church, VA 22046-4243

14. **Warranty Provision**
    - Standard Commercial Warranty

15. **Export Packing Charges**
    - Not Applicable

16. **Terms and Conditions of Rental, Maintenance and Repair**
    - Not Applicable

17. **Terms and Conditions of Installation**
    - Not Applicable

18a. **Terms and Conditions of Repair Parts**
    - Not Applicable

18b. **Terms and conditions for any other services**
    - Not Applicable

19. **List of Service and Distribution Points**
    - Not Applicable

20. **List of Participating Dealers**
    - Not Applicable

21. **Preventive Maintenance**
    - Not Applicable

22a. **Special Attributes such as Environmental Attributes**
    - Not Applicable

22b. **Section 508 Compliance Information Electronic and Information Technology (EIT) Supplies and Services**
    - Not Applicable

23. **Data Universal Number System (DUNS) Number**
    - 797142747

24. **Notification regarding registration in System for Award Management (SAM) database**
    - Expires 06/26/2021

**Section 508 Compliance Statement**

The professional services offered by Markon Inc. are technical, managerial and advisory services which are not generally considered Electronic and Information Technology (EIT) and which are not provided by the government to employees or to the public. Section 508 Compliance does not apply to these services. If these services are ordered in support of agency requirements relating to EIT applications, products and services provided to employees or to the public, then, Markon will address Section 508 Compliance requirements as set out in a Task Order or Statement of Work.
CONTRACT OVERVIEW & ELIGIBLE USERS OF GSA SCHEDULES

Contract Overview
The General Services Administration (GSA) has awarded Markon Inc. a GSA Federal Supply Schedule contract, Contract No. GS-21F-091BA. The current contract period is 5/12/2019 – 05/11/2024. The contract allows for the placement of Firm Fixed Price, Time and Materials and Labor Hour task orders using the labor categories and ceiling rates defined in the Markon contract and this catalog pricelist.

Authorized Negotiator, Contracts & Ordering Point of Contact
Emily Porter, Contracts Director
Markon, Inc.
400 S. Maple Ave, Suite 230
Falls Church, VA 22046-4243
Telephone: 703-884-0028
Email: contracts@markonsolutions.com

Eligible Users of GSA Schedules
This contract is available for use by all federal government agencies, as a source for Facilities Maintenance and Management. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

SIN 561210FAC Complete Facilities Maintenance and Management
SIN OLM Order-Level Materials (OLM)
FIRM OVERVIEW

Markon, established in 2007 and headquartered in Falls Church, Virginia, has significant experience in providing professional services to Federal Government organizations. Our professionals provide Complete Facilities Management, Facilities Maintenance and Management Consulting focusing on comprehensive support to our clients' wide and diverse needs. Markon's management and facilities services offerings allow our customers to implement strategic solutions and leverage their operational assets. What distinguishes Markon from other companies is an innovative approach to management solutions; a proactive, forward-looking management style; a value-based culture; a positive attitude; a dynamic, experienced staff with years of government, military, and commercial experience – all coupled with an unparalleled customer commitment. We are experienced Federal Government Executives and Military Leaders who have the following kinds of credentials:

- Active Top Secret/Secret Compartmented Information (TS/SCI) security clearances
- Top Secret Facilities Clearance
- DAWIA certification in multiple disciplines
- Project Management Professional certifications from PMI®
- Advanced Degrees (Business, Engineering, Strategic Studies, and Program Management)

Markon has built a reputation as a client-oriented facilities and professional services firm with deep technical knowledge. Our most basic client service instincts are to team with our clients to create a shared commitment to success. Our proactive approach to client relationships facilitates a continual understanding of our clients’ expectations. We believe that establishing such a relationship is essential to the successful and timely completion of project activities, promotion of client understanding and ownership of projects, and facilitation of a smooth transition into implementation and development efforts. By combining the objectivity, knowledge, experience, and creativity of both our clients and our consultants, we achieve better, more sustainable results.

Working with clients to create a shared sense of ownership for an engagement's outcome helps to increase realized benefits. We encourage client representatives to serve on project teams as full-time, equal members and to personally take part in defining why the organization needs to change, what needs to change, and how to best achieve the change.

It is the combination of our collaborative relationships with clients and our programmatic and technical experience that give our clients a true advantage because:

- Clients are an integral part of our facilities management projects—helping to ensure the effective transfer of knowledge and realization of the recommendations.
- We work with management and project sponsors to help them plan the implementation of their decisions.
- We focus on both the cultural and technical aspects of projects, recognizing that managing change is critical to successful implementation.
SERVICES

SIN 561210FAC: Complete Facilities Maintenance and Management

Markon provides facilities management and consulting services including, but not limited to, property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. Support under this SIN includes all services related to the complete operations, maintenance and repair of federal real property. Real property could include stand-alone facilities and structures such as hospitals and federal buildings to large, multi-facility complexes such as DoD military installations. Services can be ordered individually or in combination. Typical maintenance services include: elevator, HVAC, electrical, plumbing, septic, fire alarm/fire suppression, energy management control systems (EMCS), water distribution, septic, telephone, water tanks, renewable energy systems, waste management, recycling, etc. This SIN can also be used for facilities management solutions such as to fulfill a requirement for adequate staff/personnel to help manage federal facility operations. In addition, this SIN provides a complete array of facilities consulting and facilities assessment services.

SIN OLM-Order Level Materials

Order-Level Materials Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:
OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:
- Open Market Items.
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.
MARKON, INC. MAS LABOR CATEGORY DESCRIPTIONS

**Subject Matter Expert I**

**Functional Responsibilities:** This person has a minimum of 12 years of relevant work experience and often possesses industry certifications to include Project Management Professional (PMP) and DAWIA certification. A Subject Matter Expert I holds a Bachelor's degree and often possesses advanced degrees. Additionally, a Subject Matter Expert I will provide a combination of the following:

- Demonstrated ability to provide guidance and direction at the program level.
- Manage large, complex projects.
- Design, implementation and management of business operations, or strategy projects.
- Interfaces with the client on program issues.

**Education Requirements:** Bachelor's Degree  
**Experience:** 12 years  
**Relevant SIN(s):** 561210FAC

**Senior Manager II**

**Functional Responsibilities:** Lead Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Senior Manager II will provide a combination of the following:

- Demonstrated ability to provide guidance and direction at the program level.
- Manage large, complex projects and programs.
- Design, implementation and management of business operations, improvements or strategy projects.
- Interfaces with the client on program issues.

**Education Requirements:** Bachelor's Degree  
**Experience:** 11 years  
**Relevant SIN(s):** 561210FAC

**Senior Manager I**

**Functional Responsibilities:** Senior Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Senior Manager I will provide a combination of the following:

- Demonstrated ability to provide guidance and direction at the program level.
- Manage large, complex projects and programs.
- Design, implementation and management of business operations, improvements or strategy projects.
- Interfaces with the client on program issues.

**Education Requirements:** Bachelor's Degree  
**Experience:** 10 years  
**Relevant SIN(s):** 561210FAC
Manager II

**Functional Responsibilities:** Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Additionally, a Manager II will provide a combination of the following:
- Demonstrated ability to provide guidance and direction at the project level.
- Manage complex projects and programs.
- Implementation and management of business operations, improvements or strategy projects.
- Interfaces with the client on project issues.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 9 years  
**Relevant SIN(s):** 561210FAC

Manager I

**Functional Responsibilities:** Senior Project Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Additionally, a Manager I will provide a combination of the following:
- Demonstrated ability to provide guidance and direction at the project level.
- Manage complex projects.
- Implementation and management of business operations, improvements or strategy projects.
- Interfaces with the client on project issues.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 8 years  
**Relevant SIN(s):** 561210FAC

Senior Consultant II

**Functional Responsibilities:** Functions as a Project Manager within an acquisition management or project management framework. Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills.

Additionally, a Senior Consultant II will provide a combination of the following:
- Demonstrated experience coordinating project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 7 years  
**Relevant SIN(s):** 561210FAC
Senior Consultant I

**Functional Responsibilities:** Functions as a senior project task lead within an acquisition management or project management framework. Responsible for the planning, preparing, and maintaining of the current acquisition or project management plans and overall program office acquisition or project administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills. Additionally, a Senior Consultant I will provide a combination of the following:

- Demonstrated experience coordinating project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks

**Education Requirements:** Bachelor's Degree

**Experience:** 6 years

**Relevant SIN(s):** 561210FAC

Consultant II

**Functional Responsibilities:** Functions in a mid-level acquisition management or project management capacity. Under minimal guidance, provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition and project plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost and Schedule Estimates. Additionally, a Consultant II will provide a combination of the following:

- Demonstrated experience performing project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks

**Education Requirements:** Bachelor's Degree

**Experience:** 5 years

**Relevant SIN(s):** 561210FAC

Consultant I

**Functional Responsibilities:** Functions in a junior to mid-level acquisition management or project management capacity. Under guidance, provides advice and assistance to functional area technical experts on acquisition and project management related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost and Schedule Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.
Additionally, a Consultant I will provide a combination of the following:

- Demonstrated experience performing project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor's Degree  
**Experience:** 4 years  
**Relevant SIN(s):** 561210FAC

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**Senior Management Analyst II**  
**Functional Responsibilities:** Analyst with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Assists in resolving complex problems, which require an in-depth knowledge of analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies.

Additionally, a Senior Management Analyst II will provide a combination of the following:

- Demonstrated capabilities supporting a wide variety of process improvement, data analyses and client service delivery.
- Provides support in the areas of analysis, design and development, and the implementation of management, organizational and business improvement processes.
- Demonstrated experience supporting project tasks
- Undertakes studies and analyses to identify areas for productivity improvements.

**Education Requirements:** Bachelor's Degree  
**Experience:** 3 years  
**Relevant SIN(s):** 561210FAC

---

**Senior Management Analyst I**  
**Functional Responsibilities:** Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary. This person has a minimum of 2 years of relevant work experience.

Additionally, a Senior Management Analyst I will provide a combination of the following:

- Demonstrated capabilities supporting a wide variety of process improvement, data analyses and client service delivery.
- Provides support in the areas of analysis, design and development, and the implementation of management, organizational and business improvement processes.
- Demonstrated experience supporting project tasks.
- Undertakes studies and analyses to identify areas for productivity improvements.
- Makes use of tools, spreadsheets and databases in performing job duties

**Education Requirements:** Bachelor's Degree  
**Experience:** 2 years  
**Relevant SIN(s):** 561210FAC
Management Analyst II

**Functional Responsibilities:** Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

Additionally, a Management Analyst II will provide a combination of the following:
- Undertakes studies and analyses to identify areas for productivity improvements.
- Makes use of tools, spreadsheets and databases in performing job duties

**Education Requirements:** Bachelor's Degree

**Experience:** 1 year

**Relevant SIN(s):** 561210FAC

Management Analyst I

**Functional Responsibilities:** Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

Additionally, a Management Analyst I will provide a combination of the following:
- Undertakes studies and analyses to identify areas for productivity improvements.
- Makes use of tools, spreadsheets and databases in performing job duties

**Education Requirements:** Bachelor's Degree

**Experience:** 0 years

**Relevant SIN(s):** 561210FAC
**Experience & Degree Substitution/Equivalence**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Evaluation</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>Associate degree + 2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certification</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors + 2 years relevant experience, or Associate + 4 years relevant experience</td>
<td>Professional license</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Masters + 2 years relevant experience, or Bachelors + 4 years relevant experience</td>
<td></td>
</tr>
</tbody>
</table>

Successful completion of higher education, which has not yet resulted in a degree, may be counted as 1 for 1 year of experience for each year of college completed.
## MAS Contract # GS-21F-091BA

Markon, Inc. Labor Rates  
SIN 561210FAC  
May 12, 2014 – May 11, 2024  
(Includes 0.75% IFF)

### Base Period Hourly Rates:

<table>
<thead>
<tr>
<th>MAS Schedule SIN 56120FAC:</th>
<th>05/12/2014-05/11/2015</th>
<th>05/12/2015-05/11/2016</th>
<th>05/12/2016-05/11/2017</th>
<th>05/12/2017-05/11/2018</th>
<th>05/12/2018-05/11/2019</th>
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<tbody>
<tr>
<td>Subject Matter Expert I</td>
<td>$219.13</td>
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<td>$232.48</td>
<td>$239.45</td>
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</tr>
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<td>Senior Manager II</td>
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<td>$161.66</td>
<td>$166.51</td>
<td>$171.50</td>
<td>$176.65</td>
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<td>Senior Manager I</td>
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<td>Manager II</td>
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</tr>
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<td>Manager I</td>
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<tr>
<td>Senior Consultant II</td>
<td>$125.00</td>
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<tr>
<td>Senior Consultant I</td>
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<td>Consultant II</td>
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<td>Consultant I</td>
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<td>Senior Management Analyst II</td>
<td>$104.85</td>
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<td>Senior Management Analyst I</td>
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### Option 1 Period Hourly Rates:

<table>
<thead>
<tr>
<th>MAS Schedule SIN 56120FAC:</th>
<th>05/12/2019-05/11/2020</th>
<th>05/12/2020-05/11/2021</th>
<th>05/12/2021-05/11/2022</th>
<th>05/12/2022-05/11/2023</th>
<th>05/12/2023-05/11/2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert I</td>
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**SCA APPLICABILITY STATEMENT:**
The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MAS 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 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 wage determination number. Failure to do so may result in cancellation of the contract.
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Markon Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

**Step 1. Develop a Statement of Work (SOW)**
In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of Performance,
- Delivery Schedule, and
- Special standards and any special requirements, where applicable.

**Step 2. Select Contractor and Place Order**
- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

**Step 3. Prepare a Request for Quote (RFQ)**
- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA’s electronic RFQ system, e-Buy

**Step 4. Provide RFQ to at least Three Firms**

**Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**
BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA’s period of performance.

Review of BPAs:
The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.