

# General Services Administration

## Federal Supply Service

Authorized Federal Supply Prices: See page 6

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 for *GSA Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

Schedule Title: Financial and Business Solutions (FABS)

FSC Group: 520

FSC Class: 15 (Outsourcing Recurring Commercial Activities for Financial Management Services)  
21 (Program Management Services)  
22 (Grants Management Support Services)

Contract Number: GS-23F-0032T

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)

Contract Period: 02/22/12 through 02/21/17

Contractor's name, address, and phone number:

|               |   |
|---------------|---|
| Name:         | Wisdom Management Solutions, Inc.       |
| Address:      | 18587 Kerill Road<br>Triangle, VA 22172 |
| Phone Number: | 703-967-8290                            |
| Fax Number:   | 703-441-2072                            |

## Customer Information

**1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).**

520-15 Outsourcing Recurring Commercial Activities for Financial Management Services  
520-21 Program Management Services  
520-22 Grants Management Support Services

**1b. Pricing.**

See page 6

**1c. Labor Category Descriptions.**

See page 7 - 8

**2. Maximum Order.**

The maximum order limitation for all SINs (520-15, 520-21, and 520-22) offered under this schedule contract is \$1,000,000.

**3. Minimum Order.**

The minimum order limitations for all SINs (520-15, 520-21, and 520-22) offered under this schedule contract is \$300.

**4. Geographic coverage (delivery area).**

Domestic only

**5. Point(s) of production (city, county, and State or foreign country).**

Per specifications in Task Orders

**6. Discount from list prices or statement of net price.**

Prices shown herein are Net (discount deducted)

**7. Quantity discounts.**

None

**8. Prompt payment terms.**

N/A

**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**

Government Purchase cards are accepted for payment at or below the micro-purchase threshold

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**

Government Purchase cards are accepted for payments above the micro-purchase threshold

**10. Foreign items (list items by country of origin).**

N/A

**11a. Time of delivery. (Contractor insert number of days)**

N/A

**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 lists that have expedited delivery.**

**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.**

**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 affect a faster delivery.**

**12. F.O.B. point(s).**

Destination

**13a. Ordering address(es)**

Wisdom Management Solutions, Inc.  
18587 Kerill Road  
Triangle, VA 22172

Fax #: 703-441-2072

**13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**

**14. Payment Address(es).**

Wisdom Management Solutions, Inc.  
18587 Kerill Road  
Triangle, VA 22172

**15. Warranty Provision.**

N/A

**16. Export packing charges, if applicable.**

N/A

**17. Terms and conditions of Government purchase card acceptance (any threshold above the micro-purchase level).**

N/A

**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. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**

None

**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/](http://www.Section508.gov/).**

N/A

**25. Data Universal Number System (DUNS) number.**

135795248

**26. Notification regarding registration in Central Contractor Registration (CCR) database.**

Yes

Wisdom Management Solutions, Inc.

GSA Schedule Price List  
Special Item Numbers 520-15, 520-21, and 520-22

| <b>Labor Category</b>           | <b>Schedule Rate per hour: SIN 520-15</b> |
|---------------------------------|---|
| Program Management Specialist I | 100.88                                    |
| Program Support Specialist III  | 70.77                                     |
| Project Manager I               | 70.77                                     |

| <b>Labor Category</b>           | <b>Schedule Rate per hour: SIN 520-21</b> |
|---------------------------------|---|
| Program Management Specialist I | 100.88                                    |
| Program Support Specialist III  | 70.77                                     |
| Project Manager I               | 70.77                                     |

| <b>Labor Category</b>           | <b>Schedule Rate per hour: SIN 520-22</b> |
|---------------------------------|---|
| Program Management Specialist I | 100.88                                    |
| Program Support Specialist III  | 70.77                                     |
| Project Manager I               | 70.77                                     |

- Above prices are effective 02/22/2014 through 02/21/2015
- Rates/Prices listed above are inclusive of the Industrial Funding Fee of .75%

## Wisdom Management Solutions, Inc.

### GSA Schedule Labor Category Descriptions Special Item Numbers 520-15, 520-21, and 520-22

| <b>No.</b> | <b>Labor Category</b>           | <b>Descriptions</b>  | <b>Years of Experience</b> | <b>Education</b>                   |
|------------|---------------------------------|--|----------------------------|------------------------------------|
| 1          | Program Management Specialist I | Provides full support to a program of mid to small size (\$1M to \$40M fiscal year budget). Provide mid-level support for program management team, Program oversight, and Project management. Administrative/financial oversight in support of the program. Possess an understanding and knowledge of federal government budgets and appropriation. Track and manage the award of, funding of, invoicing of, and deliverables for contracts issued by the program office. Prepare and manage the movement of grant application packages, as well as tracking the award of, funding of, invoicing of, and deliverables for grants issued by the program office. Provide flexibility in an array of program management support skills and abilities to support the specific deliverables for this position. Advise office management and staff on both financial and administrative matters. | 10                         | Bachelors or equiv work experience |
| 2          | Program Support Specialist III  | Provides support to Program Management Specialist to include a range of duties in support of the overall program office. Support duties shall include, but are not limited to: Document processing and execution for obligating funds; filing of grants, contracts/task orders, inter-agency acquisition agreements, and other contract vehicles; reviewing and tracking of vendor invoices for payment; attending meetings to keep abreast of future program planning. Is and experienced power user of spreadsheets, word processors, and databases  | 8                          | Bachelors or equiv work experience |

| <b>No.</b> | <b>Labor Category</b> | <b>Descriptions</b>   | <b>Years of Experience</b> | <b>Education</b>                    |
|------------|-----------------------|---|----------------------------|-------------------------------------|
| 3          | Project Manager I     | <p>Works under lead project manager to ensure project execution is according to client deliverables, assist lead project manager in the oversight of the entire project and project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.</p> | 5                          | Bachelors or equiv. work experience |