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

Multiple Award Schedule

FSC GROUP: Professional Support Services     FSC CLASS: NA
CONTRACT NUMBER: GS-23F-0071W
CONTRACT PERIOD: JUNE 12, 2020 to JUNE 11, 2025

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor Name: DJ Business Solutions, LLC
Address: 715 Fords Landing Way
         Alexandria, VA  22314
Web site: www.djbusinesssolutions.com

Contract Administrator: Denise Joseph
Phone Number: 301-908-6845
Email: djoseph@djbusinesssolutions.com

Business Size: Small
Socio Economic: SBA certified 8(a) until August 2021
Woman-Owned Small Business (WOSB)

Price list current as of Modification #PA-0047 effective September 2, 2020
Prices Herein are Net
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219</td>
<td>541219RC</td>
<td>Budget and Financial Management Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541211</td>
<td>541211RC</td>
<td>Auditing Services</td>
</tr>
<tr>
<td>541990RISK</td>
<td>541990RISKRC</td>
<td>Risk Assessment and Mitigation Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

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. See Labor Rates on page 3

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 Labor Category Descriptions on page 4

2. Maximum Order: $1,000,000.00
3. Minimum Order: $100.00
4. Geographic Coverage (delivery Area): Domestic Only
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).
7. Quantity discounts: None
8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days
9. Foreign items (list items by country of origin): Not Applicable
10a. Time of Delivery (Contractor insert number of days): To be Determined at the Task Order level
10b. Expedited Delivery. To be Determined at the Task Order level
10c. Overnight and 2-day delivery. To be Determined at the Task Order level
10d. Urgent Requirements. To be Determined at the Task Order level
11. F.O.B Points(s): Destination
12a. Ordering Address(es): Same as company address
12b. 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.
13. Payment address(es): Same as company address
14. Warranty provision: Standard Commercial Warranty Terms & Conditions
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
22b. 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/. Not Applicable
22. Data Universal Numbering System (DUNS) number: 808349281
24. Notification regarding registration in System for Award Management (SAM) database: Registered and Active in SAM

**Labor Rates**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>June 12, 2020 - June 11, 2021</th>
<th>June 12, 2021 - June 11, 2022</th>
<th>June 12, 2022 - June 11, 2023</th>
<th>June 12, 2023 - June 11, 2024</th>
<th>June 12, 2024 - June 11, 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219, 541611, 541211, 541990RISK</td>
<td>Engagement Manager</td>
<td>$176.30</td>
<td>$179.83</td>
<td>$183.42</td>
<td>$187.09</td>
<td>$190.83</td>
</tr>
<tr>
<td>541219, 541611, 541211, 541990RISK</td>
<td>Manager</td>
<td>$164.14</td>
<td>$167.43</td>
<td>$170.78</td>
<td>$174.19</td>
<td>$177.67</td>
</tr>
<tr>
<td>541219, 541611, 541211, 541990RISK</td>
<td>Financial Analyst</td>
<td>$139.81</td>
<td>$142.61</td>
<td>$145.46</td>
<td>$148.37</td>
<td>$151.33</td>
</tr>
<tr>
<td>541219, 541611, 541211, 541990RISK</td>
<td>Senior Consultant</td>
<td>$139.81</td>
<td>$142.61</td>
<td>$145.46</td>
<td>$148.37</td>
<td>$151.33</td>
</tr>
</tbody>
</table>
Labor Category Requirements

DJ Business Solutions provides teams that go beyond industry standards in expertise so that the value of our services consistently exceeds contract requirements and client expectations.

**Engagement Manager**

Qualifications: Minimum 12 years progressive experience in leading large and complex projects with expertise in multiple disciplines.

Education: Bachelor’s degree and appropriate professional certifications (e.g., Certified Public Accountant (CPA), Project Management Professional (PMP)) or advanced degree.

Functional Duties: Responsible for the design and management of multiple projects and/or programs. Responsible for client satisfaction, contract compliance, quality assurance, resource and budget management and service and product delivery.

**Manager**

Qualifications: Minimum 10 years of progressive experience in leading large and complex projects with expertise in multiple disciplines.

Education: Bachelor’s degree and appropriate professional certifications (e.g., Certified Public Accountant (CPA), Project Management Professional (PMP)) or advanced degree.

Functional Duties: Responsible for the design and execution of projects. Responsible for client satisfaction, contract compliance, quality assurance, resource and budget management and service and product delivery. Interfaces with the client on a day-to-day basis, directs the completion of project tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team and reviews work products for quality, completeness, and adherence to applicable regulations and customer requirements.

**Financial Analyst**

Qualifications: Minimum 10 years of progressive experience in executing projects with specific expertise in at least one key project area. Demonstrated ability to provide guidance and direction for projects or sub-tasks.

Education: Bachelor’s degree and appropriate professional certifications (e.g., Certified Public Accountant (CPA), Certified Internal Control Auditor (CICA)) or advanced degree.

Functional Duties: Provides technical knowledge in their area of expertise, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interfaces with the client on a day-to-day basis. Applies specific expertise to perform analysis and provide solutions. Prepares reports, studies, working papers, documentation and presentations and supports client meetings.

**Senior Consultant**

Qualifications: Minimum 8 years of progressive experience in executing projects with specific expertise in at least one key project area. Demonstrated ability to provide guidance and direction for sub-tasks.

Education: Bachelor’s degree and appropriate professional certifications (e.g., Certified Public Accountant (CPA), Certified Scrum Master) or advanced degree.

Functional Duties: Interfaces with the client on a day-to-day basis, assists in identifying problems, performs technical analysis and formulates solutions, supports the completion of project specific tasks within estimated time frames and budget constraints.
Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/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 SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Welcome to DJ Business Solutions, LLC

DJ Business Solutions is a certified 8(a)\(^1\) woman owned small business (WOSB) dedicated to bringing business modernization solutions to the federal government. We partner with our clients to bring highly visible mission critical solutions that transform federal operations. We do this by combining optimum disciplines with the enterprise picture in mind.

- Program Management with a comprehensive approach to business management with a practicality gained from decades of experience.
- Independent Verification and Validation (IV&V) and quality assurance that spans all aspects of a program including leadership, management, technology, compliance, finance and politics.
- Business Process Re-engineering that takes an Agile approach to streamline operations and prepare the organization to meet growing demands.
- Change Management that reaches well beyond a tactical approach with cultural change experts to coach senior leadership and train personnel in new process solutions.
- Performance Monitoring to uncover improvement opportunities and measure the success of on-going operations.
- Federal Financial Management to provide expertise in virtually all areas - accounting, audit, reporting, financial systems and budget management to assist in managing operations.

What makes our services so unique is that we combine expert technology, project management and extensive risk management with a depth of expertise in federal financial management.

Clients

- Department of Treasury
- Department of Housing and Urban Development
- Department of Transportation
- Department of Commerce
- Department of Justice
- Department of Homeland Security

CAGE: 4XAT9      DUNS: 808349281      TIN: 26-1395652      NAICS: 541611

\(^1\) SBA Certified 8(a) through August 2021
Services

Project Management
- Full-service Project Management Office (PMO)
- Quality assurance
- Independent Verification and Validation (IV&V)
- Shared services migration

Business Process Reengineering
- Business modernization (As Is, To Be and Gap Analysis)
- Solution implementation
- Robotic Process Automation (RPA)

Culture and Organizational Change Management
- Strategic planning
- Stakeholder analysis
- Communication planning
- Policy, procedures and desk guide revision
- Training
- Leadership coaching and training

Technology
- Program management support
- Agile development and program support
- Quality assurance
- IV&V
- Data analytics
- Data migration
- System Development Life Cycle (SDLC) support

Federal Financial Management
- Accounting services
- Budget formulation and execution
- Audit readiness
- Financial statement preparation
- Policy, standard and desk procedures
- Cost and managerial accounting
- Revolving fund setup and management
- OMB Circular A-123 review
- Staff augmentation

Grants Management
- Compliance reviews and monitoring
- Life cycle business process improvement/reengineering
- Grants management internal agency systems development
- Implementation of commercial off the shelf systems (COTS)
- Staff augmentation

Acquisition Management
- Independent government cost estimates (IGCE)
- Contract budget development and analysis
- Procurement planning support
- OMB 300 support
- Life cycle business process improvement/reengineering
- Staff augmentation