

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS 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: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services FSC Class:
Contract number: GS-23F-027AA

Contract period: April 18, 2023 - April 17, 2028

Watkins Government Services LLC
325 Ellington Blvd, #512
Gaithersburg, MD 20878
(240) 752-7540

<http://www.watkinsgov.com>

Contract administration source (if different from preceding entry).

Susan M. Miller
(240) 752-7540

Susan.miller@watkinsgov.com

Business size: Small Business
Woman Owned Business
Woman Owned Small Business

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

Terms and Conditions current as of Modification #PS-0025 effective August 16, 2023.

CUSTOMER INFORMATION

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

SINs	Recovery	SIN Title
541211	541211RC	Auditing Services
541219	541219RC	Budget and Financial Management Services
541611	541611RC	Management and Financial Consulting, Acquisition, and Grant Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order-Level Materials (OLM's)

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 Page 10

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 Page 5

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic only

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

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. Items available for expedited delivery are noted in this price list. 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. point(s). Destination
- 12a. Ordering address(es).
Watkins Government Services LLC
325 Ellington Blvd, #512
Gaithersburg, MD 20878
USA
Ph: (240) 752-7540
- 12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es).
Watkins Government Services LLC
325 Ellington Blvd, #512
Gaithersburg, MD 20878
USA
Ph: (240) 752-7540
Susan.miller@watkinsgov.com
14. Warranty provision. Not applicable
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 Information and Communication Technology (ICT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The ICT standards can be found at: www.Section508.gov/.
Not Applicable

23. Unique Entity Identifier (UEI) number. LPCMAK2KX1D3

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

**Labor Category Descriptions
Professional Services
(SINs 541211, 541219, 541611)**

Labor Category	Description	Minimum Education	Minimum Years of Experience
Administrative Support	Provides general computer, financial, word-processing, graphics, and administrative support directly to project teams as necessary.	Associate degree	1
Consultant I	Provides support in the performance of accounting and auditing procedures, and tests including the preparation of reconciliations, performing sampling test work, vouching transactions and verifying and recalculating account balances. Analyzes financial information and uses that information to assist in drafting reports. Maintains and updates records and files. Is well-versed in accounting principles and able to work comfortably with numbers and attention to detail.	Bachelor's Degree	No work experience required
Consultant II	Performs accounting and auditing procedures, and tests. Analyzes trends, costs, revenues, financial commitments, and obligations incurred to forecast future revenues and expenses. Examines and reviews budgets and expenditures ensuring compliance with fiscal accountability and reporting requirements. Develops detailed understanding of the end-to-end process of assigned areas, including related stakeholders, systems, accounting processes, and internal controls that support internal and external reporting. Assists in drafting reports and findings, addresses most accounting and auditing issues, and helps execute more complex procedures of an audit. Conducts training sessions and assists those directing small teams.	Bachelor's Degree	1
Data Management Specialist	Specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects. Assist in the collection and organization of information for use in reports or any customer deliverables and documents. Specialized in database methodologies. Ability to participate in the programming and development of system designs and relational database design.	Bachelor's Degree	5

Labor Category	Description	Minimum Education	Minimum Years of Experience
EDP Manager	Responsible for the daily management of the IT engagement including but not limited to: delivery of quality services, supervision of team members, providing technical assistance, drafting and reviewing of reports and overall client deliverables.	Bachelor's Degree	5
EDP Partner	Responsible for quality control and overall direction and supervision of IT engagement teams. Provides the technical and managerial skills necessary to ensure that all work products and deliverables meet the contract requirements and milestones/deadlines. Further this person has the ultimate responsibility for the client relationship and handles all matters that are specific to IT engagement team performance.	Bachelor's Degree	12
EDP Senior Consultant	This individual directs and instructs the work of EDP staff, reviews completed work, directs revisions if necessary, and makes decisions on routine matters and performs analysis and test procedures. He or she is regularly assigned on engagements in the capacity of EDP senior consultant.	Bachelor's Degree	3
EDP Staff Consultant	Team member assists in the completion of test procedures related to engagements under the supervision and review of experienced staff.	Bachelor's Degree	1
Manager	Responsible for client management, quality control, supervision of team and resolution of issues. Also responsible for the overall contract management as well as providing the technical and managerial skills to ensure that all products and deliverables meet the client's requirements and deadlines.	Bachelor's Degree	5
Partner/Member	Responsible for client handling, quality control, supervision of team and resolution of significant issues. Also responsible for the overall contract management as well as providing the technical and managerial skills to ensure that all products and deliverables meet the client's requirement and deadlines. Requires Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).	Bachelor's Degree	10

Labor Category	Description	Minimum Education	Minimum Years of Experience
Program Manager	<p>Program manager responsible for managing the technical and business aspects of large and/or multi-disciplined projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for managing performance requirements, cost, schedule and quality of projects. Coordinates the technical and business aspects of projects with client personnel to ensure priorities are established and objectives are met. Assigns, schedules, and reviews work of subordinates. May be responsible for managing other project managers to achieve project goals.</p>	Bachelor's Degree	10
Project Manager	<p>Responsible for managing the technical and business aspects of projects. In addition to having the technical experience and qualifications in the respective field, possesses skills in budget control, schedule control and resource allocation. Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more engagement areas. Coordinates all technical and business aspects of the project including client interface, presentations – both technical and executive presentations. Coordinates all external client and subcontractors as well as internal functional requirements for the project.</p>	Bachelor's Degree	8

Labor Category	Description	Minimum Education	Minimum Years of Experience
Senior Consultant I	Has moderate technical responsibility for interpreting, organizing, executing, and coordinating assignments. Performs mid-level analytical assignments related to each project. Conducts activities in support of the project team's objectives. Applies functional knowledge of business, program management, financial management, accounting, auditing, budgeting, IT services, acquisition support, and/or other integrated business projects. Works individually and on teams to support and execute project specific tasks and activities. Provides objective advice based on market trends, the organization's capabilities and other important factors to the project management team. Keeps up-to-date on best practices in such functional areas as business operations, financial management, auditing, IT services, and accounting methodologies, databases, and tools.	Bachelor's Degree	2
Senior Consultant II	Has substantial technical responsibility for interpreting, organizing, executing, and coordinating assignments, including serving as team lead with responsibility of entry level team members. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Assists other senior staff with analysis, evaluation and preparation of recommendations for system improvements, optimization, development and/or maintenance efforts in integrated financial management and enterprise operational improvement. Facilitates client meetings. Has in-depth understanding of overall purpose and objectives of a project and its task assignments. Makes decisions that demonstrate sound judgment in anticipating and solving problems.	Bachelor's Degree	3
Senior Manager	Responsible for client handling, quality control, supervision of team and resolution of significant issues. Also responsible for the overall contract management as well as providing the technical and managerial skills to ensure that all products and deliverables meet the client's requirement and deadlines.	Bachelor's Degree	8

Labor Category	Description	Minimum Education	Minimum Years of Experience
Senior Statistician	Develops practical solutions and resolves problems in areas of customer interest by using knowledge and experience in mathematics. Develops and conducts statistical analyses of measured data. Conducts mathematical and probability analyses into the performance of subsystems, their interfaces and interactions, including complete systems.	Bachelor's Degree	8
Senior Topic Expert	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.	Bachelor's Degree	8
Subject Matter Expert	Provides technical and subject matter expertise, advice, and guidance to projects. Leads, plans and conducts highly complex projects or major phases of highly complex projects, coordinating the efforts of professional support staff in the performance of assigned projects. Defines and analyzes complex problems, makes recommendations, develops alternative solutions, and drafts and executes implementation plan. Highly experienced in communicating and collaborating with multi-service and multi-agency stakeholders across broad functional areas and capabilities. Facilitates support between working groups based on findings in order to enable focused decision making. Converses with and provides assistance to management levels of corporate and government management. Participates in conferences, peer review panels, and increases company visibility through publications. Presents in-depth subject matter expertise that addresses client strategic objectives to develop, improve and sustain integrated business solutions and contributes to the development of client deliverables.	Bachelor's Degree	12
Technical Writer	Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system	Bachelor's Degree	3

Labor Category	Description	Minimum Education	Minimum Years of Experience
	specifications, user manuals, special reports, or any other customer deliverables and documents.		

Experience Substitutions

H.S. Diploma + 2 years additional experience	Equals	Associate Degree
Associates Degree + 2 years additional experience	Equals	Bachelor's Degree
Bachelor's Degree + 2 years additional experience	Equals	Master's Degree

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 CRF 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.