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

Schedule Title: Multiple Award Schedule

Category Attachment Code: H
Title: Professional Services
H01. Business Administrative Services Subcategory
  FSC/PSC Code: R408
H03. Financial Services Subcategory
  FSC/PSC Codes: R704; Q601

Category Attachment Code: D
Title: Human Capital
D03. Human Resources Subcategory
  FSC/PSC Code: R499

Category Attachment Code: G
Title: Miscellaneous
G06. Complimentary SINs Subcategory
  FSC/PSC Code: 0000

Contract Number: GS-23F-038AA

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

Contract Period: June 6, 2013 - June 5, 2023

COMPUTER EVIDENCE SPECIALISTS LLC
5315 A1A SOUTH
SAINT AUGUSTINE, FL 320807436
Phone: 904-471-4343
Fax: 904-461-9994
http://www.cesnb.com/

Pricelist current through Modification: PS-0026 effective December 14, 2021
Contract Administrator: Carl Florez

Business Size: Small
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541211; 541211 RC</td>
<td>Auditing Services</td>
</tr>
<tr>
<td>524292INS; 524292INS RC</td>
<td>Third Party Administration of Insurance and Pension Funds Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541611; 541611 RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>561EEO; 561EEO RC</td>
<td>EEO Services</td>
</tr>
<tr>
<td>OLM; OLM STLOC; OLM RC</td>
<td>Order-Level Materials (OLMs)</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:

See Awarded Labor Categories and Pricing.

1c. Hourly Rates:

See Awarded Labor Categories and Pricing.

2. Maximum order:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541211; 541211 RC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>524292INS; 524292INS RC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541611; 541611 RC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>561EEO; 561EEO RC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM; OLM STLOC; OLM RC</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum order:

$100.00

4. Geographic Coverage:


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

St. Augustine, St. Johns County, FL

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

Net prices.

7. Quantity Discounts:

6.88% discount on the Program Director for a single multi-year contract with dollar volume of $5,000,000.
29.66% discount on the Data Analyst on a single multi-year contract with dollar volume $3,200,000.
37.00% discount for Administrative Associate I on a single multi-year contract with dollar volume $3,200,000.

8. Prompt payment terms:

None NET 30

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

9. Foreign Items:

COMPUTER EVIDENCE SPECIALISTS LLC | Contract GS23F038AA
10a. Time of Delivery:
As Agreed with Ordering Agency Days Delivered Days Delivered (after receipt of order)

10b. Expedited Delivery:
As Agreed with Ordering Agency

10c. Overnight and 2-Day Delivery:
Not Applicable

10d. Urgent requirements:
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing). If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. F.O.B. points:
   Alaska: Destination
   Continental US: Destination
   Hawaii: Destination
   Puerto Rico: Destination

12a. Ordering Addresses:
Computer Evidence Specialists
5315 A1A S
SAINT AUGUSTINE, FL 32080-7436
Phone: 904-471-4343
Fax: 904-461-9994

carl.florez@cesnb.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 Addresses:
Computer Evidence Specialists
c/o Carl Florez
5315 A1A S
SAINT AUGUSTINE, FL 32080-7436
Phone: 904-471-4343
Fax: 904-461-9994

carl.florez@cesnb.com

14. Warranty Provision:
Not Applicable

15. Export Packing charges, if applicable:
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 indicating date of parts price lists and any discounts from list prices:
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. Preventative maintenance:
Not Applicable

22a. Special attributes such as environmental attributes:
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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/:
Not Applicable

25. Unique Entity Identifier (UEI) number:
133548904

26. Notification regarding registration in System for Award Management (SAM) database:
Registered. Cage Code: 39YB0
Awarded GSA Labor Categories and Rates

**Financial/Fraud Investigator/Auditor--Contractor and Government Site**

**Functional Responsibilities:** Prepares and completes financial fraud cases based upon allegations and information from internal and external sources. Reviews complaints received to determine the best procedure for handling the file or investigating the complaint. Works to ensure customer satisfaction, develops reports, and provides needed documentation. Develops cases for referral and prepares presentation to communicate details of case to appropriate parties. Performs financial data analysis to proactively target fraud case schemes and scams. Conducts fraud/financial investigations/audits including desk work and personal interviews as needed. Compiles information from investigations/audits and writes work paper as final review of investigations/audits action.

**Minimum Experience Requirements:** Bachelors.

**Minimum Education Requirements:** 3 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 524292INS; 524292INS RC

**Unit of Issue:** Per Hour

**GSA Price:**

- 06/06/2021 – 06/05/2022: $89.78
- 06/06/2022 – 06/05/2023: $91.49

**Lead Claims Review Analysts--Contractor and Government Site**

**Functional Responsibilities:** Reviews claims to determine accuracy in billing and coding. Reviews claims or processes to determine appropriateness of actions taken. Performs a clinical review of medical records or other documentation to determine appropriateness of services rendered. Conducts research using the appropriate systems. Verifies accuracy of coding and billing or respective clinical processes according to established guidelines. Documents findings. Provides support to customers with respect to related issues. Assists other staff in review of documentation or process. Serves as liaison with appropriate clinical or administrative staff. Maintains internal quality control processes to assure the reliability of project reviews. Develops and maintain documentation on quality improvement processes.

**Minimum Experience Requirements:** Bachelors.

**Minimum Education Requirements:** 5 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 524292INS; 524292INS RC

**Unit of Issue:** Per Hour

**GSA Price:**

- 06/06/2021 – 06/05/2022: $76.35
- 06/06/2022 – 06/05/2023: $77.80

**Nurse Consultant I--Contractor and Government Site**

**Functional Responsibilities:** Performs medical records and claims reviews to ensure that proper regulatory guidelines have been followed. The Medical Review RN acts as a facilitator, working with the investigative team to assess for potential overpayment, fraud, waste, and abuse with regards to Medicare/Medicaid programs. Performs complex prepayment and/or post payment medical reviews on services billed to Medicare and/or Medicaid. Serves as a clinical resource for investigators, data analysts, and management. Collaborates with other team members when dealing with challenging medical reviews. Participates on proactive project teams as needed. Demonstrates ability to consistently achieve production standards. Serves as a mentor for new team members as needed. Meets with Investigative Team representatives to discuss review specifics as needed. May serve as an investigative team member by participating in onsite interviews/audits.

**Minimum Experience Requirements:** Bachelors.

**Minimum Education Requirements:** 2 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 524292INS; 524292INS RC
Sr. Financial/Sr. Fraud Investigator/ Sr. Auditor

**Functional Responsibilities:** Prepares and completes financial fraud cases based upon allegations and information from internal and external sources. Provides direction to staff in the department. Provides ongoing support, development, and training on an as needed basis. Backfills duties when manager is out of office or unavailable. Develops reports for management and customers on work status, case development, vulnerabilities, etc. Facilitates communication and coordination between the teams of the department. Reviews complaints received to determine the best procedures for handling the file or investigating the complaint. Works with referred cases to ensure customer satisfaction, develops reports, and provides needed documentation. Develops cases for referral and prepares presentation to communicate details of case to appropriate parties. Performs data analysis to proactively target fraud cases schemes and scams.

**Minimum Experience Requirements:** Bachelors.

**Minimum Education Requirements:** 5 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 524292INS; 524292INS RC

**UMBI Director/Project Manager-Contractor and Government Site**

**Functional Responsibilities:** Provides broad oversight of daily operations of contracts. Ensures that the unit is properly organized, staffed, and directed to perform effectively perform their functions. Ensures that a proper environment, equipment, and tools are provided as required to perform tasks outlined in contracts. Manages and coordinates all work for task orders with subcontractors and other operating units. Meets plan objectives and provides customers with deliverables as required by contracts. Develops and maintains a project status reporting system. Provides status reports to management, subcontractors, and customers detailing the organization’s progress in meeting performance based goals and objectives. Meets metrics and performance targets for all task orders and ensures task order requirements remain in compliance. Meets project budget objectives. Manages expenditures and direct labor costs to ensure ongoing budget compliance. Collects project cost information and regularly reports cost and budgetary performance. Assists in the development and maintenance of processes that measure efficiency and monitor customer satisfaction. Ensures internal quality control procedures are followed and that continuous quality control mechanisms are in place and operational.

**Minimum Experience Requirements:** Bachelors.

**Minimum Education Requirements:** 7 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 524292INS; 524292INS RC

**Administrative Associate I-Contractor and Government Site**

**Functional Responsibilities:** Handles day to day operations of the office, as outlined below, including systems, office supplies, file organization, purchasing requests, etc. Prepares completed deliverables for submission and files all paper and electronic copies of completed deliverables. Provides administrative support for the assigned business unit, including arranging departmental travel. Performs routine and standardized office tasks with little or no supervision to include, but not limited to: answering and directing
phone calls, scheduling appointments, taking notes, compiling minutes, copying, faxing logging incoming and outgoing mail, etc. Gives/receives routine information requiring high level tact, discretion, and courtesy. Records, transcribes, and distributes minutes of meetings with the client’s representative(s). Manages the relevant electronic filing system by adding or deleting folders and archiving files. Schedules meetings for the Program Director, Project Manager, and other departmental managers and supervisor. 

**Minimum Experience Requirements:** High School.

**Minimum Education Requirements:** 3 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 541611; 541611 RC

**Unit of Issue:** Per Hour

**GSA Price:**

- 06/06/2021 – 06/05/2022: $64.33
- 06/06/2022 – 06/05/2023: $65.55

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**Data Analyst-Contractor and Government Site**

**Functional Responsibilities:** Acts as a proactive agent in determining needs of various departments through reporting and statistical analysis. Performs in-depth analysis through various data manipulation techniques to identify trends/patterns. Provides direction to new hire staff in the department. Provides ongoing support, development, and training on an as needed basis. Presents analysis and provides feedback of outcome to internal staff and external customers. Provides support of data collection, mapping, aggregation, and balancing functions. Prepares reports to present to management to meet customer requirements. Provides ideas on business direction as found through analysis.

**Minimum Experience Requirements:** Associates.

**Minimum Education Requirements:** 5 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 541611; 541611 RC; 524292INS; 524292INS RC

**Unit of Issue:** Per Hour

**GSA Price:**

- 06/06/2021 – 06/05/2022: $76.20
- 06/06/2022 – 06/05/2023: $77.64

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**Program Director -Contractor and Government Site**

**Functional Responsibilities:** Provides broad oversight to contracts. Ensures that the division is properly organized, staffed, and directed to perform its function effectively. Ensures that a proper environment, equipment, and tools are provided as required to perform division task. Develops and maintains a project status reporting system. Provides status reports to appropriate customers and management. Manages expenditures and labor costs to ensure budget compliance while meeting budget objectives. Ensures full task order compliance and promotes organic growth with the organization. Maintains and enhances the relationship with client’s Program Manager. Ensures deliverables are submitted according to the established schedule. Negotiates modifications to the task order as necessitated by changes in workload or system availability. Updates executive management on performance against established metrics. Reviews and approves all procedures and work instructions. Conducts audits or reviews processes to ensure consistency and accuracy.

**Minimum Experience Requirements:** Bachelors.

**Minimum Education Requirements:** 10 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 541611; 541611 RC; 524292INS; 524292INS RC

**Unit of Issue:** Per Hour

**GSA Price:**

- 06/06/2021 – 06/05/2022: $148.20
- 06/06/2022 – 06/05/2023: $151.01

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**Subject Matter Expert**

**Functional Responsibilities:** Provides subject matter expertise; contributes best practices and expert opinions to project team. Works with Program Manager to develop work plan. Contributes to project
delivers. Initiates, supervises, and/or develops requirements from a project’s inception to conclusion for complex to extremely complex programs; provides strategic advice, technical guidance and expertise to program and project staff; provides detailed analysis, evaluation and recommendations for improvements, optimization development, and/or maintenance efforts for client-specific or mission critical challenges/issues; consults with client to define need or problem; and supervises studies and leads surveys to collect and analyze data to provide advice and recommend solutions.

**Minimum Experience Requirements:** Bachelors.

**Minimum Education Requirements:** 8 years’ experience.

**Applicable SINs:** 541211; 541211 RC; 541611; 541611 RC; 524292INS; 524292INS RC

**Unit of Issue:** Per Hour

**GSA Price:**
- 06/06/2021 – 06/05/2022: $144.14
- 06/06/2022 – 06/05/2023: $146.88

**The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA) are applicable to this contract and the entire Multiple Award Schedule. While no specific labor categories have been identified as being subject to SCLS 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 eligible labor categories. If and/or when the Contractor adds SCLS labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.**

**SINs 561EEO and 561EEO RC EEO Services**

<table>
<thead>
<tr>
<th>Service Title/Task</th>
<th>Description</th>
<th>GSA PRICE w/IFF 6/6/2021 – 6/5/2022</th>
<th>GSA PRICE w/IFF 6/6/2022 – 6/5/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEO INVESTIGATION SERVICES - Individual Case, One Issue</td>
<td>Conduct investigation of Discrimination Complaints, to include unbiased interviews of the complainant, witnesses, management officials, gather and review pertinent documentation, and prepare comprehensive Reports of Investigation (ROI) delineating the facts of the case clearly and concisely.</td>
<td>$3,800.53</td>
<td>$3,872.74</td>
</tr>
<tr>
<td>EEO INVESTIGATION SERVICES - Individual Case, Per Additional Issue</td>
<td>Conduct investigation of Discrimination Complaints, to include unbiased interviews of the complainant, witnesses, management officials, gather and review pertinent documentation, and prepare comprehensive Reports of Investigation (ROI) delineating the facts of the case clearly and concisely.</td>
<td>$241.32</td>
<td>$245.91</td>
</tr>
<tr>
<td>EEO INVESTIGATION SERVICES - Individual Case, Continuing Violation</td>
<td>Conduct investigation of Discrimination Complaints, to include unbiased interviews of the complainant, witnesses, management officials, gather and review pertinent documentation, and prepare comprehensive Reports of Investigation (ROI) delineating the facts of the case clearly and concisely.</td>
<td>$4,620.69</td>
<td>$4,708.48</td>
</tr>
<tr>
<td>EEO INVESTIGATION SERVICES - Consolidated Case, One Issue</td>
<td>Conduct investigation of Discrimination Complaints, to include unbiased interviews of the complainant, witnesses, management officials, gather and review pertinent documentation, and prepare comprehensive Reports of Investigation (ROI) delineating the facts of the case clearly and concisely.</td>
<td>$4,808.48</td>
<td>$4,899.84</td>
</tr>
<tr>
<td>EEO INVESTIGATION SERVICES - Consolidated Case, Per Additional Issue</td>
<td>Conduct investigation of Discrimination Complaints, to include unbiased interviews of the complainant, witnesses, management officials, gather and review pertinent documentation, and prepare comprehensive Reports of Investigation (ROI) delineating the facts of the case clearly and concisely.</td>
<td>$241.33</td>
<td>$245.91</td>
</tr>
<tr>
<td>EEO COUNSELING SERVICES</td>
<td>Conduct interviews of Aggrieved Person in Discrimination Complaints, develops Counseling Plan, interviews management and witnesses, obtains documents, follows agency settlement process, schedules settlement discussions, obtains settlement documents, submits Counseling Report.</td>
<td>$1,727.94</td>
<td>$1,760.77</td>
</tr>
<tr>
<td>Service Title/Task</td>
<td>Description</td>
<td>GSA PRICE w/ IFF 6/6/2021 – 6/5/2022</td>
<td>GSA PRICE w/ IFF 6/6/2022 – 6/5/2023</td>
</tr>
<tr>
<td>-------------------</td>
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<td>-------------------------------------</td>
</tr>
<tr>
<td>EEO FINAL AGENCY DECISIONS (FAD) FAD- Individual Case</td>
<td>Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints using agency, or if not available, EEOC template, prepare: summary of allegations; summary of findings based on legal analysis of facts through application of Standards of Proof for each accepted issue and basis(es) thereof; and final determination based on the above legal analysis</td>
<td>$1,372.18</td>
<td>$1,398.26</td>
</tr>
<tr>
<td>EEO FINAL AGENCY DECISIONS (FAD) FAD- Consolidated Case</td>
<td>Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints using agency, or if not available, EEOC template, prepare: summary of allegations; summary of findings based on legal analysis of facts through application of Standards of Proof for each accepted issue and basis(es) thereof; and final determination based on the above legal analysis</td>
<td>$1,677.11</td>
<td>$1,708.98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Description</th>
<th>Course Length</th>
<th>Min. Participants</th>
<th>Max. Participants</th>
<th>Contract or Customer Facility or Both</th>
<th>GSA PRICE w/ IFF 6/6/2021 – 6/5/2022</th>
<th>GSA PRICE w/ IFF 6/6/2022 – 6/5/2023</th>
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