



Information Technology Professional Services (Schedule 70)

Boyd Caton Group, Inc.

Authorized Federal Supply Schedule Price List

Contract Number: GS-35F-031BA

FSC Group: 70

NAICS Code: 541511

Contract Period: November 1, 2013 - October 31, 2018

Prices shown herein are NET (discounts already deducted)

SIN 132-51

Why BCG?

BCG is a woman-owned firm that has successfully delivered results in the Information Technology arena for the past 10 years. Our commitment to clients and their priorities is evident in our approach to each project and its deliverables. We encourage prospective clients to evaluate our methods and our past project performance and end products. This is how BCG markets—based on our results. We are committed professionals using our knowledge and proven strategies to consistently achieve a standard of excellence.



About GSA Schedules

GSA Multiple Award Schedule (MAS) contracts, also referred to as GSA Schedule and Federal Supply Schedule contracts, are available for use by all Federal agencies. For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov.

Under the MAS Program, GSA enters into Government-wide contracts with commercial firms to provide over 10 million commercial supplies and services.

Online 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.

Special Item Number (SIN)

Boyd Caton Group, Inc. offers Information Technology professional services to all Federal agencies under Government Services Agency (GSA) Federal Supply Contract GS-35F-031BA. Our approved Special Item Number (SIN) is **Information Technology Professional Services (SIN 132-51)**, which includes the following:

- Resources and facilities management
- Database planning and design
- Systems analysis and design
- Network services
- Programming
- Conversion and implementation support
- Network services project management
- Data and records management
- Other services relevant to 29 CFR 541.400

BCG has a particular emphasis on the following activities:

- Webpage and web application development
- Graphic design
- Data management and visualization

Customer Information

FSC Group: Class 70

NAICS Code: 541511

Contract Number: GS-35F-031BA

Contract Period: November 1, 2013 – October 31, 2018

DUNS Number: 109316237

System for Award Management: Registered

Contractor:

Boyd Caton Group, Inc.
1145 Grove Park Lane
Earlsville, Virginia 22936-2839
(434) 973-3472
www.boydcatongroup.com

Contractor Type: Small, woman-owned

Point of Contact:

Jim Caton
Vice President
Boyd Caton Group, Inc.
1145 Grove Park Lane
Earlsville, Virginia 22936-2839
Voice: (434) 973-3472
Facsimile: (434) 473-6702
E-mail: jcaton@boydcatongroup.com

Awarded Special Item Number:

SIN 132-51 – Information Technology Professional Services

Maximum Order: \$500,000

The maximum total dollar value of any order placed under this contract will be \$500,000. If the best value selection places your order over this maximum order amount, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract, or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

Minimum Order: None

Delivery Area: Domestic

Point of Production: Earlsville, Virginia

Time of Delivery: As mutually agreed upon

F.O.B. Point(s): Destination

Ordering Address:

Boyd Caton Group, Inc.
1145 Grove Park Lane
Earlysville, Virginia 22936-2839
Attn: Jim Caton, Vice President
Voice: (434) 973-3472
Facsimile: (434) 974-6424

Payment Address:

Boyd Caton Group, Inc.
1145 Grove Park Lane
Earlysville, Virginia 22936-2839
Attn: Jim Caton, Vice President
Voice: (434) 973-3472
Facsimile: (434) 473-6702

Warranty Provision: Standard practice

Export Packing Charges: None

Fixed Hourly Rates: See category descriptions and rates on pages 7-11 below

Discounts: Prices contained herein (on pages 7-11) already reflect discounts of between 1 and 11 percent off of our commercial prices; no other discounts

Government Credit Cards: Accepted

See <http://www.gsaadvantage.gov> for additional ordering information.

GSA & Small Businesses

GSA and the Small Business Administration (SBA) strongly support the participation of small business concerns in the GSA Schedules Program. To enhance small business participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against GSA Schedule contracts. Actual orders placed against Schedule contracts may be reported as accomplishments and credited toward ordering activities' small business goals.

For orders exceeding the micro-purchase threshold, FAR 8.405 requires agencies to consider reasonably available information by surveying at least three Schedule contractors through the GSA *Advantage!*® online shopping service or reviewing the catalogs/pricelists of at least three Schedule contractors. The catalogs/pricelists and GSA *Advantage!*® contain information on a broad array of supplies and services offered by small business contractors.

When conducting evaluations and making a best value determination before placing an order, ordering activities should consider including, if available, at least one small business, veteran-owned small business, service-disabled veteran-owned small business, HUB Zone small business, women-owned small business, or small disadvantaged business Schedule contractor. Ordering activities should also give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

Corporate Summary

Boyd Caton Group, Inc. (BCG) is a professional consulting firm specializing in the application of technology and organizational principles to improve the management and implementation of safety and security strategies in the transportation and Government industries. Since the company's founding in 1993, BCG—a small, woman-owned business—has worked with Federal, state, local, and private entities in passenger and freight transportation service. BCG provides clients expert information technology professional services and has supported national and local interests in the areas of program development and management; technical strategies to improve or enhance safety and security programs, processes and procedures; information management and coordination through programmatic and technological innovation; research and analysis development, execution and presentation; training development and implementation (including e-learning courses); regulation and policy advancement; and technological solutions to support program control, performance monitoring, and interagency collaboration and coordination. BCG professionals have extensive experience with commercial and Government best practices, wide-ranging expertise, and a familiarity with the Federal marketplace.

BCG applies its resources to each client in an efficient manner, using a systems approach to contract performance and program integration and execution to ensure client satisfaction and cost-effectiveness. BCG helps its clients identify project goals and objectives and applies a proven methodology that begins with the “end in mind” as a way to focus resources. BCG supports its clients by strategizing first to ensure that project opportunities are discovered at a time when BCG and its client can more

effectively leverage project resources. BCG believes that each work engagement can lead to a successful long-term relationship with the client. BCG's information technology professional services methodology includes:

- Information collection and fact-finding techniques that help establish the project baseline;
- Development of hypotheses and strategies to refine project scope and projected outcomes;
- Management of organizational challenges through effective problem definition, goal setting, and program development;
- Identification of criteria, standards and measures by which the project or program can be effectively monitored and tracked to success;
- Documentation of strategies, performance and outcome during all phases of project development and implementation, including preparation of plans, milestone schedules and matrices to govern project integration;
- Communication, cooperation and coordination with all project stakeholders to ensure that authority and priorities are accurately and effectively managed and disseminated to all those participating; and
- Commitment to excellence in the research, analysis, drafting and finalization of all project deliverables including all programming, development and design efforts.

BCG brings a focused approach to the performance of all of its projects. BCG utilizes its proven methodology, analytical techniques, and information technology expertise to solve problems and deliver outcomes favored by its clients. BCG places emphasis on the use of technology to increase client collaboration and

expedite project deliverables. Our consultants are dedicated to client relationships and provide ongoing and comprehensive support at all times. BCG truly puts its client's needs first.

Over the past decade, BCG has provided ongoing information technology professional services for the Federal Transit Administration (FTA), specifically the Bus Safety and Security Program and the State Safety Oversight Program. Additionally, BCG has delivered IT projects for various other programs within the Department of Transportation and the Volpe Center. BCG is currently working on development of various e-learning programs, a self-certification web application, and a new website with focus on Safety Management Systems resources applicable to agencies affected by the Moving Ahead for Progress in the 21st Century Act. BCG provides rapid response to the needs of its clients in times of national crisis and political stress.

Our consultants offer a wealth of experience in the development and design of websites and web applications that agencies can use to solve problems and promote programs to improve capabilities. Over the past five years, BCG has increasingly used technology to deliver previously CD-ROM-based projects to the internet and has built an in-house capability to support interfaces with a variety of programming languages. BCG creates powerful database tools for our clients, providing complete flexibility and allowing users to easily manipulate data and generate informative graphics. BCG offers unmatched data analysis services through the use of these customized analytical tools and comprehensive report documents. BCG has accumulated an extensive library of resources on safety and security from which it draws upon regularly to support project goals. In addressing client needs, BCG offers the sound implementation of

proven research, analysis and desktop publishing skills.

BCG is a leader in the development of web-based resource databases of technical guidelines and materials to support the application of safety, security and emergency preparedness principles and techniques. Websites and web applications developed by BCG are considered key resources to the transportation industry and continually referenced by stakeholders at Federal, state and local levels, including transportation operators and academia.

Organizational and Accounting Controls

BCG has developed proven organizational and accounting controls and implements them to effectively manage technical performance and adhere to cost and delivery schedules. As a rule, BCG professionals stress frequent communication with the client project manager and other client personnel involved in a project. BCG management reviews the contract or task order statement of work (SOW) with the client project manager to gain complete agreement on details of products and delivery schedule, adjusting the work plan if necessary. BCG coordinates with the client project manager to establish a system of reviewing project progress and performance quality through regularly scheduled review meetings. BCG's accounting system is based in Quickbooks and provides for the accurate accounting of labor hours by project and task. BCG's system is able to discern between direct and indirect expenses and employee time accounting is timesheet-driven.

Since BCG works solely on Government contracts, the company has developed an accounting system in compliance with the Defense Contract Audit Agency's (DCAA) procurement and contracting requirements. As

such, BCG strictly adheres to time costing and tracking standards and principles. BCG was successfully audited by the DCAA in 1998 and regularly certifies its rates and procurement practices to Federal clients.

BCG's accounting system is capable of tracking labor services provided for GSA schedule contracts versus services provided for other Government contracts. BCG's accounting manager has also incorporated into the accounting system the process for ensuring timely payment of the IFF on a quarterly basis.

BCG completes the majority of its tasks with full-time staff. BCG staffs projects as needed and maintains enormous flexibility in changing its staffing levels to support contracts. BCG recently hired new programmers and new graphic designers, and could quickly and easily find additional IT professionals in the same manner if needed. BCG is primarily a telecommuting firm, which means that its pool of potential candidates is much larger than a traditional brick-and-mortar company. This is especially beneficial in the IT arena where experienced employees can be hard to find. BCG's telecommuting flexibility also makes it a very attractive employer, allowing it to recruit top talent in a very competitive field. In addition, BCG maintains a number of technical and specialist contacts and utilizes this extensive list to fill both short-term and long-term assignments on certain contracts. BCG is confident that it can provide a well-qualified specialist to fill any position requirement for contract assignment that cannot be adequately filled with existing or newly-hired full-time staff members.

BCG emphasizes performance measures and quality control in its consulting methodology and applies the same proven principles to its own performance and the fulfillment of project

objectives. Techniques include comprehensive project planning, quality assurance reviews, and the development and implementation of continuous improvement plans. BCG is experienced in comparing processes to reasonable benchmarks and best practices of other organizations; identifying gaps in the performance of critical processes; developing business, system and security requirements; training staff; and developing and applying performance measures to support new processes. Using the consulting expertise provided to clients, BCG management consistently ensures an unmatched level of excellence in the fulfillment of contract requirements and customer satisfaction.

A Record of Excellence

BCG designed and developed the website for FTA's Bus Safety and Security Program (located at <http://bussafety.fta.dot.gov/>) in its entirety and continues to maintain the website under one of its current contracts with FTA.

BCG is currently developing a Safety Training Certification website for the FTA State Safety Oversight Program that offers specialized e-learning courses. Users can browse interactive training videos developed by BCG, explore associated resources, and test their knowledge with summary quizzes. The video courses conform to the user's schedule, and can be started or paused at any time for convenient self-study.

Additionally, to support FTA's implementation of MAP-21 and SMS initiatives, through this Safety Training website, FTA can distribute safety culture surveys and safety promotion tools. The website also provides our client with gap analysis checklists and tracking tools.

Labor Categories

Labor Category	Description
Senior Manager \$164.81	Assists in overall business planning for IT projects; directs, prepares and oversees program development proposals in response to customer requests and internal recommendations on IT projects; develops, plans, organizes, coordinates and allocates staffing resources to contracted task plans and sub-task plans; selects, directs, supervises, trains, monitors and evaluates program personnel and work performance of project managers and task leaders on IT projects; provides technical oversight as needed; researches and analyses performance data and prepares company and program progress reports; organizes, conducts and attends progress meetings, briefings, performance reviews with customer representatives and project team members.
Qualifications:	B.A. or B.S. degree in in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Seven (7) years of experience in direct supervision of IT development matters. An M.S. degree or an M.A. degree may be substituted for three (3) years of experience. A PhD degree may be substituted for five (5) years of experience.
Program Manager \$160.68	Responsible for managing and overseeing work performance of multiple IT projects; serves as liaison with client on business and technical matters for IT program and project implementation; directs, prepares and oversees IT program development proposals; develops, plans, organizes, coordinates and allocates staffing resources to contracted IT task plans and sub-task plans; and selects, directs, supervises, trains, monitors and evaluates IT program personnel.
Qualifications:	B.A. or B.S. degree in in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Seven (7) years of experience in direct supervision of IT development matters. An M.S. degree or an M.A. degree may be substituted for three (3) years of experience. A PhD degree may be substituted for five (5) years of experience.
Project Manager \$145.49	Provides planning, direction and coordination functions of a designated IT project to ensure contract performance requirements and objectives are accomplished; directs activities of IT personnel and third-party contractors or consultants; responsible for setting and attaining budget, schedule and performance standards for IT projects; monitors and controls expenditures within limitations of IT project budget; defines the project's objectives and oversees quality control throughout its life cycle.

Labor Category	Description
Qualifications:	B.A. or B.S. degree in in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Five (5) years of experience in management of IT projects. An M.S. degree or an M.A. degree may be substituted for three (3) years of experience. A PhD degree may be substituted for five (5) years of experience.
Senior Developer \$95.35	Leads team of developers; implements all technical aspects of proposed IT projects; creates IT deliverables such as web application, source code or website design; assists in designing products; programs computer software; researches, writes and edits source code and other technical IT materials; uses current standards-based web technology to create Internet and intranet sites per customer requirements; responsible for translating design into web pages; keeps pages up-to-date with both content and latest technology; performs software and systems testing, debugging integrates security, authentication and authorization requirements into web application configurations, as needed.
Qualifications:	B.A. or B.S. degree in Computer Science. Seven (7) years of experience in computer programming and/or web application design.
Developer \$89.00	Provides IT project support; implements all technical aspects of proposed IT projects; creates IT deliverables such as web application, source code or website design; assists in designing products; programs computer software; researches, writes and edits source code and other technical IT materials; uses current standards-based web technology to create Internet and intranet sites per customer requirements; responsible for translating design into web pages; keeps pages up-to-date with both content and latest technology; performs software and systems testing, debugging integrates security, authentication and authorization requirements into web application configurations, as needed.
Qualifications:	B.A. or B.S. degree in Computer Science. Four (4) years of experience in computer programming and/or web application design.
Junior Developer \$67.89	Provides IT project support; implements all technical aspects of proposed IT projects; creates IT deliverables such as web application, source code or website design; assists in designing products; programs computer software; researches, writes and edits source code and other technical IT materials; uses current standards-based web technology to create Internet and intranet sites per customer requirements; responsible for translating design into web pages; keeps pages up-to-date with both content and latest technology; performs software and systems testing, debugging integrates security, authentication and authorization requirements into web application configurations, as needed.

Labor Category	Description
Qualifications:	B.A. or B.S. degree in Computer Science. Two (2) years of experience in computer programming and/or web application design.
Senior Designer \$79.83	Provides graphics support for IT projects; prepares graphics displays using graphic design software and artistic capabilities; performs page layout for technical documents, newsletters, brochures, posters and other types of documents and displays; plans and prepares graphics projects; designs projects based on customer requirements; directs activities of other graphic designers assigned to projects.
Qualifications:	B.A. or B.S. degree in Graphic Design or related field. Three (3) years of experience in graphic design.
Junior Designer \$68.49	Provides graphics support for IT projects; prepares graphics displays using graphic design software and artistic capabilities; performs page layout for technical documents, newsletters, brochures, posters and other types of documents and displays; plans and prepares graphics projects; designs projects based on customer requirements.
Qualifications:	High School Diploma. Two (2) years of experience in graphic design.
Senior Analyst \$95.35	In connection with IT projects, provides project leadership in the analytical assessment of employed or proposed data systems; develops benchmarks for measuring performance; translates customer needs into directions for development team; tests development efforts and provides feedback; performs research to identify industry best practices, trends, and applicable studies and findings; analyzes solicited data and creates graphical representations and develops deliverables; researches, writes and edits a broad range of reports, manuals, presentations and other technical publications.
Qualifications:	B.A. or B.S. degree in in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Seven (7) years of experience.
Technical Analyst \$79.83	In connection with IT projects, provides analytical support in the assessment of employed or proposed data systems; develops benchmarks for measuring performance; translates customer needs into directions for development team; tests development efforts and provides feedback; performs research to identify industry best practices, trends, and applicable studies and findings; analyzes solicited data and creates graphical representations and develops deliverables; researches, writes and edits a broad range of reports, manuals, presentations and other technical publications.

Labor Category	Description
Qualifications:	B.A. or B.S. degree in in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of experience.
Junior Analyst \$68.49	In connection with IT projects, provides analytical support in the assessment of employed or proposed data systems; develops benchmarks for measuring performance; translates customer needs into directions for development team; tests development efforts and provides feedback; performs research to identify industry best practices, trends, and applicable studies and findings; analyzes solicited data and creates graphical representations and develops deliverables; researches, writes and edits a broad range of reports, manuals, presentations and other technical publications.
Qualifications:	B.A. or B.S. degree in in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Two (2) years of experience.
Quality Assurance Engineer \$67.21	Establishes and maintains a process for evaluating the product and associated documentation; maintains the level of quality throughout the development life cycle; ensures that established processes are being followed based on the guidelines set forth; conducts reviews at regular intervals throughout the development life cycle.
Qualifications:	B.A. or B.S. degree in in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Five (5) years of experience in quality control.

Boyd Caton Group, Inc.

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