

U.S. GENERAL SERVICES ADMINISTRATION**Federal Supply Service****Authorized Federal Supply Schedule Price List****General Purpose Commercial Information Technology Equipment, Software and Services (Schedule 70)**

Product Service Codes: D308 and D399

Contract Number: GS-35F-313AA

Contract Period: April 12, 2013 – April 11, 2018

Contractor: **Bugbee Consulting, LLC**
909 Hidden Marsh St
Gaithersburg, MD 20877-2985
www.bugbeeconsulting.com

Contract Administrator:

Sarah J. Bugbee, Managing Partner
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Authorized Negotiator:

Matthew P. Bugbee, Partner
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Business Size: Economically Disadvantaged Woman-owned Small Business

DUNS: 800023660

Prices Shown Herein are Net (Discount Deducted)

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. www.GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules visit www.gsa.gov/schedules.

Modification No. PA-001 effective May 15, 2014

CUSTOMER INFORMATION

Bugbee Consulting, LLC, is a management consulting firm focused on delivering high quality client service to the Federal Government. The economically disadvantaged woman-owned small business (EDWOSB) was established to provide accounting services and project management support services.

1a. Awarded Special Item Number 132 51 Information Technology Professional Services

Bugbee Consulting provides IT Program and Project Management services covering a variety of areas. These areas include, but are not limited to, Program Management Office (PMO) implementation and support; Project Management Plan and lifecycle documentation development; performance metrics definition and maintenance; adherence to IT Project Management processes, procedures and framework; business process improvement and documentation; implementation and adherence to governance and standards; policy and procedures document compilation and maintenance; project management report development, including information on cost, schedule, milestones, resources and performance metrics.

1b. Lowest Unit Price

PRICING LIST

Labor Category	Hourly Rate
Project Manager V / Team Lead	\$ 131.14
Project Manager IV	125.13
Project Manager III	120.12
Project Manager II	115.49
Project Manager I	95.09
Consultant II	80.08
Consultant I	68.07
Subject Matter Expert	135.14

Includes 0.75% IFF

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| <i>1c. Labor Category Descriptions</i> | See descriptions on pages 4 - 9 |
| <i>2. Maximum Order</i> | \$500,000 |
| <i>3. Minimum Order</i> | \$1,000 |
| <i>4. Geographic Coverage</i> | Domestic only |
| <i>5. Point of Production</i> | Not Applicable |

6. <i>Discount from List Prices</i>	Not Applicable
7. <i>Quantity Discount</i>	0.5% discount on task orders greater than \$500,000 1.0% discount on task orders greater than \$1,000,000
8. <i>Prompt Payment Terms</i>	1% for payments on invoices made within 10 days of receipt of a proper invoice
9a. <i>Government Credit Card below micro-purchase threshold</i>	Yes
9b. <i>Government Credit Card above micro-purchase threshold</i>	No
10. <i>Foreign Items</i>	Not Applicable
11a. <i>Time of Delivery</i>	Per Task Order
11b. <i>Expedited Delivery</i>	Per Task Order
11c. <i>Overnight and 2-day Delivery</i>	Not Applicable
11d. <i>Urgent Requirements</i>	Contact Contractor
In accordance with clause I-FSS-140-B Bugbee Consulting, LLC, shall reply to any inquiry for accelerated delivery within three working days after receipt of inquiry.	
12. <i>F.O.B. Point</i>	Destination
13a. <i>Ordering Address</i>	Bugbee Consulting, LLC Sarah Bugbee 909 Hidden Marsh St Gaithersburg, MD 20877-2985 sjbugbee@bugbeeconsulting.com
13b. <i>Ordering Procedures</i>	See page 9 below
Supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage www.gsa.gov/schedules .	
14. <i>Payment Address</i>	Bugbee Consulting, LLC Sarah Bugbee 909 Hidden Marsh St Gaithersburg, MD 20877-2985 sjbugbee@bugbeeconsulting.com
15. <i>Warranty Provision</i>	Not Applicable
16. <i>Export Packing Charges</i>	Not Applicable

17. <i>Terms and Conditions of Government purchase card acceptance</i>	Not Applicable
18. <i>Terms and Conditions of rental, maintenance and repair</i>	Not Applicable
19. <i>Terms and conditions of installation</i>	Not Applicable
20. <i>Terms and conditions of repair parts</i>	Not Applicable
20a. <i>Terms and conditions for any other services</i>	Not Applicable
21. <i>List of service and distribution points</i>	Not Applicable
22. <i>List of participating dealers</i>	Not Applicable
23. <i>Preventative maintenance</i>	Not Applicable
24a. <i>Special attributes such as environmental attributes</i>	Not Applicable
24b. <i>Section 508 compliance</i>	Not Applicable
25. <i>Data Universal Number System (DUNS) number</i>	800023660
26. <i>System for Award Management (formerly Central Contractor Registration)</i>	Registered

LABOR CATEGORY DESCRIPTIONS

Project Manager V/Team Lead –

Minimum Education: Bachelor's Degree in computer science, engineering or other related field from an accredited college or university or equivalent experience in related field.

Minimum Experience: Ten or more years of IT or relevant experience.

Certification Required: PMP, Six Sigma Green Belt, or other relevant IT certification required

Functional Responsibilities: This position is responsible for managing the accumulated status of individual project/task order within the program. Project Manager V/Team Lead plans, coordinates and manages all aspects of complex information technology programs. Prepares and presents status on program schedules, program costs, program deliverables, program risks, and risk containment strategies. Experienced in advising senior executives on effective utilization of information technology systems to meet business objectives.

Project Manager V/Team Lead responsibilities include, but are not limited to:

- Accountability for the quality and timely delivery of all contractual items
- Operating within client guidance, contractual specifications, and Company business and policy directives
- Serving as focal point-of-contact with client regarding program activities
- Managing program consisting of multiple projects including project identification, design, development, and delivery
- Communicating client expectations to project team, and escalate appropriate issues to senior level staff.
- Managing and/or allocate/prioritize resources for simultaneous task activities to ensure proper alignment with organizational objectives.
- Providing management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making.

Project Manager IV –

Minimum Education: Bachelor's Degree in computer science, engineering or other related field from an accredited college or university or equivalent experience in related field.

Minimum Experience: Eight or more years of IT or relevant experience.

Certification Required: PMP, Six Sigma Green Belt, or other relevant IT certification required

Functional Responsibilities: A Project Manager IV possesses significant business, systems analysis and development experience. A Project Manager IV has experience in planning and managing full life cycle development using industry standards, preparing and presenting executive briefings, and creating innovative yet practical solutions. This position also may

perform organizational assessments, program audits, and evaluations, system alignment, and process and productivity improvement. Project Manager IV has extensive experience with large systems modernization and business practice reengineering.

Project Manager IV duties include but are not limited to:

- Directing work of consultants on large IT application development and Transformation programs, which could include multiple large projects
- Scoping and planning of application development and Transformation projects
- Providing consulting and/or periodic project reviews
- Preparing and presenting status on project schedules, project costs, project deliverables, project risks, and risk containment strategies to client and management team
- Conducting analysis of work plan completeness, prepares status reports, and supports quality control practices
- Providing perspectives for linking business objectives to information technology strategy

Project Manager III–

Minimum Education: Bachelor’s Degree in computer science, engineering or other related field from an accredited college or university or equivalent experience in related field.

Minimum Experience: Six or more years of IT or relevant experience.

Functional Responsibilities: This position is responsible for managing at the project/task level. Project Manager III plans, coordinates and manages all aspects of complex information technology projects. Prepares and presents status on project schedules, project costs, project deliverables, project risks, and risk containment strategies. Experienced in advising senior executives on effective utilization of information technology systems and reengineering to meet business objectives. This position also may perform organizational assessments, program and system audits and evaluations, and process and productivity improvement.

Project Manager III duties include but are not limited to:

- Developing an engagement work plan and selecting, modifying, and using the appropriate IT project management tools for each engagement
- Conducting analysis of work plan completeness, prepares status reports, and supports quality control practices
- Performing analyses of fundamental client issues, assesses appropriate alternatives, and recommends solutions
- Maintaining technical knowledge within industry and service line
- Conducting analyses of client problems and develops creative solutions and recommendations.
- Providing perspectives for linking business objectives to information technology strategy

Project Manager II–

Minimum Education: Bachelor’s Degree in computer science, engineering or other related field from an accredited college or university or equivalent experience in related field.

Minimum Experience: Four or more years of IT or relevant experience.

Functional Responsibilities: This position is responsible for managing at the project/task level. Project Manager II plans, coordinates and manages all aspects of complex information technology projects. Prepares and presents status on project schedules, project costs, project deliverables, project risks, and risk containment strategies. This position also may perform organizational assessments, program and system audits and evaluations, and process and productivity improvement.

Project Manager II duties include but are not limited to:

- Developing an engagement work plan and selecting, modifying, and using the appropriate IT project management tools for each engagement
- Conducting analysis of work plan completeness, prepares status reports, and supports quality control practices
- Performing analyses of fundamental client issues, assesses appropriate alternatives, and recommends solutions
- Maintaining technical knowledge within industry and service line
- Conducting analyses of client problems and develops creative solutions and recommendations.
- Providing perspectives for linking business objectives to information technology strategy

Project Manager I–

Minimum Education: Bachelor’s Degree in computer science, engineering or other related field from an accredited college or university or equivalent experience in related field.

Minimum Experience: Two or more years of IT or relevant experience.

Functional Responsibilities: This position is responsible for managing at the project/task level. Project Manager I plans, coordinates and manages all aspects of complex information technology projects. Prepares and presents status on project schedules, project costs, project deliverables, project risks, and risk containment strategies. This position also may perform organizational assessments, program and system audits and evaluations, and process and productivity improvement.

Project Manager I duties include but are not limited to:

- Developing an engagement work plan and selecting, modifying, and using the appropriate IT project management tools for each engagement

- Conducting analysis of work plan completeness, prepares status reports, and supports quality control practices
- Performing analyses of fundamental client issues, assesses appropriate alternatives, and recommends solutions
- Maintaining technical knowledge within industry and service line
- Conducting analyses of client problems and develops creative solutions and recommendations.
- Providing perspectives for linking business objectives to information technology strategy

Consultant II –

Minimum Education: Bachelor’s Degree in computer science, engineering or other related field from an accredited college or university or equivalent experience in related field.

Minimum Experience: Minimum 1 year of IT or relevant experience.

Functional Responsibilities: This position provides analytical and technical project support. The Consultant II completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as an analytical resource on the engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages IT project management tools and methodologies to meet project objectives and complete project management activities.

A Consultant II duties include but are not limited to:

- Preparing communications plans
- Performing project management support tasks, such as status reporting and work plan updating
- Prepare planning & design documents, such as SDLC and system documentation
- Assist in customer interviews and analysis of solution requirements

Consultant I –

Minimum Education: Bachelor’s Degree in computer science, engineering or other related field from an accredited college or university or equivalent experience in related field.

Minimum Experience: Recent college graduate.

Functional Responsibilities: This position provides analytical and technical project support. The Consultant I completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as an analytical resource on the engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages IT project management tools and methodologies to meet project objectives and complete project management activities.

A Consultant I duties include but are not limited to:

- Preparing communications plans
- Performing project management support tasks, such as status reporting and work plan updating
- Prepare planning & design documents, such as SDLC and system documentation
- Assist in customer interviews and analysis of solution requirements

Subject Matter Expert (SME) –

Minimum Education: Bachelor's Degree in computer science, engineering or other related field from an accredited college or university or equivalent experience in related field.

Minimum Experience: Eight or more years of IT or relevant experience.

Certification Required: PMP, Six Sigma Green Belt, or other relevant IT certification required.

Functional Responsibilities: This position provides subject matter expertise to support client requirements based on extensive relevant IT and industry experience. A SME provides skills such as, but not limited to:

- Project server development,
- SharePoint design and development,
- Training, document editing, document creation, database administration.

A SME brings a thorough understanding of the client's industry, but also has an extensive tool set of skills to solve the technical problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry.

Subject Matter Expert duties include but are not limited to:

- Providing thought leadership to engagement teams in formulating delivery strategy
- Overseeing all aspects of large, complex integration and transformation projects to ensure solutions are delivered
- Providing perspectives for linking business objectives to information technology strategy
- Design, develop and implement technical solution planning and development frameworks

ORDERING PROCEDURES FOR SERVICES BASED ON HOURLY RATES

1. Prepare a Request for Quote (RFQ) that includes
 - A Statement of Work (SOW) in accordance with FAR 8.405-2(b).
The SOW includes the work to be performed, location of the work, period of performance, deliverable schedule, applicable performance standards, and special requirements (e.g. security clearances and travel)
 - The Evaluation Criteria (e.g. project plan for performing the task, price, experience and past performance)
2. Transmit the RFQ to GSA Schedule Contractors*
 - Orders at, or below, the micro-purchase threshold – Select the contractor that meets your needs and place the order.
 - Orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold – Provide the RFQ to at least three schedule contractors that offer services that will meet your needs
 - Orders exceeding the simplified acquisition threshold or when establishing a Blank Purchase Agreement (BPA) – Post the RFQ on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors.
3. Evaluate Responses
 - Evaluate all responses received using the evaluation criteria in the RFQ.
 - Place the order, or establish the BPA, with the schedule contractor that represents the best value (see FAR 8.404(d))

These procedures and additional information can be found at www.gsa.gov/schedulesorderingwithsow - Ordering Procedures for Services Requiring a Statement of Work (FAR 8.405-2). Additional information on establishing a BPA can be found at www.gsa.gov/bpa and FAR 8.405-3.

*At the discretion of the contracting officer, orders and BPAs may be set aside for the types of small businesses listed in FAR 19.000(a)(3) – small business, 8(a) business development participants, HUBZone small business concerns, service-disabled veteran-owned small business concerns, and economically disadvantaged women-owned small business and women-owned small business concerns eligible under the Women-Owned Small Business Program. Market research will reveal whether or not two or more small businesses of a certain type can meet agency requirements (see FAR 8.405-5).