

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 are available through GSA Advantage!®, a menu-driven database system.

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**PROFESSIONAL SERVICE SCHEDULE**

**FSC Group: 00CORP**

**Contract Number:** 47QRAA20D003B

**Contract Period:** December 20, 2019 through December 19, 2024

**First Line Defense, LLC**

521 C. St., Quantico, VA 22134

**Phone:** 703.677.6491

**Fax:** Not Available

<https://www.firstlinedefensellc.com>

**Contract Administration Source:** Bradley Stegman, President and CEO

**Email:** bstegman@firstlinedefensellc.com

**Business Size:** Small Business;SBA Certified HUBZone

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at

<https://www.gsa.gov/acquisition/purchasing-programs/gsa-schedules/for-federal-agency-customers-ordering-from-schedules>

Prices Shown Herein are Net (discount deducted)

Pricelist Effective through Modification PO-0001 dated 12/20/2019

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# Scope of Schedule 00CORP, Professional Services Schedule (PSS)

## 874 1 Integrated Consulting Services

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation.

* Facilitation and related decision support services
* Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
* Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

NOTE: Legal, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to 520 SINs. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541-2, Public Relations Services.

## 874 6 Acquisition Management Support

Acquisition Management Support: Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.: expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under this SIN. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see www.gsa.gov/psschedule.

NOTE: Grants management services are not covered under this SIN. Refer to, SIN 520-22, Grants Management Support Services.

## 874 7 Integrated Business Program Support Services

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

* All phases of program or project management, from planning to closeout.
* Operational/administrative business support services in order to carry out program objectives.

NOTE 1: Program support services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractors Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

## 871 1 Strategic Planning for Technology Programs/Activities

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc. and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting. Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference. Professional engineering solutions does not include architect-engineer services as defined in the Brooks Act and FAR part 2 of construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

## 871 6 Acquisition and Life Cycle Management

Services required under this SIN involve all of the planning, budget, contract and systems/program management functions required to procure and or/produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting. Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions. Professional engineering solutions do not include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

## C132-51 Information Technology Professional Services

Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.

\*NOTE This SIN cannot be used as a stand alone SIN If an agency requires IT professional services as the only service needed, they are directed to Schedule 70.

# Customer Information

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

|  |  |  |
| --- | --- | --- |
| **Special Item Number** | **Description** | **Description Page** |
| 874 1 | Integrated Consulting Services | P. 1 |
| 874 6 | Acquisition Management Support | P. 1 |
| 874 7 | Integrated Business Program Support Services | P. 1 |
| 871 1 | Strategic Planning for Technology Programs/Activities | P. 2 |
| 871 6 | Acquisition and Life Cycle Management | P. 2 |
| C132-51 | IT Professional Services (Complementary SIN) | P. 2 |

## 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

Not Applicable

## 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 pages 9 (hourly rates); 10-24 (job titles, experience, functional responsibility, education)

## 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

|  |  |  |
| --- | --- | --- |
| **Tier** | **Threshold Amount** | **Additional Discount** |
| 1 | $10,000 - $149,000 | 1% |
| 2 | exceeding $150,000 | 2% |

## 8. Prompt payment terms

Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

## 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold

Yes

## 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold

Yes

## 10. Foreign items (list items by country of origin)

None

## 11a. Time of delivery

Specified on the Task Order.

## 11b. Expedited Delivery

Contact Contractor

## 11c. Overnight and 2-day delivery

Contact Contractor

## 11d. Urgent Requirements

Contact Contractor

## 12. F.O.B. point(s)

Destination

## 13a. Ordering address(es)

Same as Contractor

## 13b. 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

## 14. Payment Address(es)

Same as company address

## 15. Warranty provision

Contractor’s standard commercial warranty

## 16. Export packing charges, if applicable

Not Applicable

## 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)

Contact Contractor

## 18. Terms and conditions of rental, maintenance, and repair (if applicable)

Not Applicable

## 19. Terms and conditions of installation (if applicable)

Not Applicable

## 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)

Not Applicable

## 20a. Terms and conditions for any other services (if applicable)

Not Applicable

## 21. List of service and distribution points (if applicable)

Not Applicable

## 22. List of participating dealers (if applicable)

Not Applicable

## 23. Preventive maintenance (if applicable)

Not Applicable

## 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)

Not Applicable

## 24b. 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/](http://www.Section508.gov/)

See First Line Defense’s website at [www.firstlinedefensellc.com](http://www.firstlinedefensellc.com) for specific Section 508 compliance information. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)

## 25. Data Universal Number System (DUNS) number

833233062

## 26. Notification regarding registration in System for Award Management (SAM) database

Registered

# GSA Hourly Rates

|  |  |
| --- | --- |
| **Labor Category** | **GSA Awarded Rates** |
| Acquisition Specialist | $127.79 |
| Business Process Engineer | $138.87 |
| Program Manager | $175.40 |
| Project Manager | $137.03 |
| Strategic Planning Consultant | $142.84 |
| Subject Matter Expert | $210.27 |

**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 Professional Services Schedule (PSS) Schedule 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.

# Labor Category Descriptions and Functional Responsibilities

## 1. Acquisition Specialist

**Functional Responsibility:** Provide professional support services to agencies in conducting federal acquisition management activities. Provide acquisition planning assistance, including market research and recommending procurement strategy. Perform acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc. Support proposal evaluations, including price/cost analysis or technical proposal analysis. Provide contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, investigating reports of contract discrepancies, and contract close-out. Provide competitive sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

**Minimal/General Experience:** Six (6) years of general experience working in an acquisition environment performing tasks focused on supporting all phases of the acquisition lifecycle. Possess managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

**Minimum Education:** Bachelor’s Degreein computer science, engineering, management information systems, communications, business management or related field + 6 years’ experience

## 2. Business Process Engineer

**Functional Responsibility:** Leads, supports, and facilitates process improvement initiatives across multiple functional units for both strategic and continuous process improvement efforts. Strategic and transformational support includes design and support throughout implementation to assure people/process/technical solutions align with strategic initiative while driving consensus among business units including process ownership and governance. Define, implement and maintain business processes and procedures to meet business objectives. Analyze and identify opportunities for business process improvements. Develop initiatives for continuous business process improvements. Ensure in compliance with customer and company proposed standards. Work with other process engineers in integration of new and existing business processes. Use best practices to carry out business process analysis, re-engineering, process measurements and change management activities. Work with stakeholders to identify business requirements, processes and risks. Evaluate current business processes and recommend solutions for improvements. Develop and maintain best practices to meet changing business needs. Build and evaluate financial models for cost estimation, cash flow and cost reduction. Prioritize and execute projects for ongoing business improvements. Provide technical advice on processing technology, capability, risks, costs.

**Minimal/General Experience:** Eight (8) years general experience working with senior managers/executives supporting project, general management, business process, or systems and financial analysis. Possess and apply highly developed leadership and managerial skills with cross-functional areas and core competencies. Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

**Minimum Education:** Bachelor’s Degreein computer science, engineering, management information systems, communications, business management or related field + 8 years’ experience

## 3. Program Manager

**Functional Responsibility:** Responsible for the performance of programs and/or projects, or subsystems of major programs or projects. Consults with the client on a routine basis to ensure program/project compliance and success. Must be familiar with all phases of the systems development life cycle (i.e., identification, design, development, implementation, & maintenance of IT systems). Serves as the primary program and technical point of contact with the customer for all program matters. Responsible for assigning and delegating responsibilities to subordinates. Responsible for ensuring all program/project documentation is produced and maintained; i.e. Charters, Work Breakdown Structures, Integrated Master Schedules (IMSs) and subordinate schedules, Communications Plans, Change Management Plans, Risk/Issues Management Plans and Registers, Quality Management Plans and Quality Standards/Acceptance Criteria, Performance Management Plans (Scope, Schedule, Cost) and Performance Metrics, Resource/Staffing Plans, Cost Estimates/Budgets, Configuration Management Plans, Transition Plans, and other associated work plans).

**Minimal/General Experience:** Ten (10) years of general experience working in a program/project environment performing tasks focused on developing and standardizing clients Integrated Program Management Support Services capability and improving operational efficiency and effectiveness in executing projects, while maintaining compliance with end user policies, processes, and related directives.

**Minimal Education:** Bachelor’s Degreein computer science, engineering, information systems, or business management + 10 years’ experience

## 4. Project Manager

**Functional Responsibility:** Consults with the client to ensure conformity to project and contractual obligations for projects/initiatives. Must be familiar with all phases of the systems development life cycle (i.e., identification, design, development, implementation, & maintenance of IT systems). Ensures adherence to master plans schedules, and develops solutions to program problems. Ensures projects are completed on time and within budget. Oversees the analysis, design and development of project requirements and modifications. Approves documentation standards, specifications, feasibility and justification reports, and policy recommendations. Oversees the development and installation of techniques and procedures to implement policy decisions with regard to organizational structures, program evaluation and productivity improvements. Establishes and maintains performance and financial reports in order to show progress of projects to management and customers. Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks. Ensures the development, maintenance and implementation of Program Management Plans to guide the performance of all activities performed. Ensures that maximum service is obtained from all operations through efficient use of personnel and equipment. Responsible for leading and performing training of line personnel on the project approach, techniques, and tools.

**Minimal/General Experience:** Six (6) years of general experience working in a program/project environment performing tasks focused on developing and standardizing clients Integrated Program Management Support Services capability and improving operational efficiency and effectiveness in executing projects, while maintaining compliance with end user policies, processes, and related directives. Possess managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

**Minimum Education:** Bachelor’s Degreein computer science, engineering, management information systems, communications, business management or related field + 6 years’ experience

## 5. Strategic Planning Consultant

**Functional Responsibility:** Ability tolead project teams in project management, client engagement, meeting facilitation, and both quantitative and qualitative analysis on challenging projects. Manage teams and serve as a lead on major strategic projects. Effectively lead teams of consultants to accomplish project objectives and meet needs of stakeholders and senior leaders. Engage external stakeholders, keep projects focused and on schedule. Evaluate and prioritize strategic opportunities. Ensure effective and impactful analytics, provide business insight into implications of findings, develops business plans, and serve as a key champion for recommended opportunities. Act as a key liaison between client leaders, executives, and others, and ensure a tight linkage between the organization’s efforts and its strategic goals. Serve as a key champion of the organization’s strategic priorities to internal constituents through formal and informal communications. Facilitate strategic planning activities for organizations and large projects or a significant segment of a strategic planning portion of a large complex project. Assist in developing mission and vision statements, defining goals and objectives in support of the vision, prioritizing initiatives, building operational plans. and specifying measurable outcomes in a strategic planning process

**Minimal/General Experience:** Eight (8) years of general experience working in a strategic planning environment performing tasks focused on supporting organizational, strategy, outcomes, and mission objectives. Possess managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

**Minimum Education:** Bachelor’s Degreein computer science, engineering, management information systems, communications, business management or related field + 8 years’ experience

## 6. Subject Matter Expert

**Functional Responsibility:** Recognized at the industry level as a highly technical expert for business analysis, management techniques, and operations. Applies experience, skills, and expert knowledge within a specific or multiple discipline to complex assignments. Generates unique concepts as evidenced by synthesis of new products or processes. Creates or uses engineering/scientific tools and analytical techniques to solve business, management and technical problems. Utilizes and develops tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Provides leadership for technical delivery teams in a specialized subject area. Serves as a major contributor to planning process and for providing subject matter management, policy, process and guidance.

**Minimal/General Experience:** Fifteen (15) years general experience working with senior managers/executives. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

**Minimum Education:** Bachelor’s Degreein computer science, engineering, management information systems, communications, business management or related field + 15 years’ experience

**Education Substitutions**

* Bachelor’s Degree: An Associate’s degree and two years of relevant experience equals a Bachelor’s Degree.