



GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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 is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule for Professional Services Schedule - PSS

Federal Supply Group: 00CORP

Contract Number: GS-00F-080DA

Contract Period: March 8, 2016 – March 7, 2021

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contractor: Visionary Consulting Partners, LLC
4031 University Drive Suite 100
Mason Enterprise Center - Fairfax
Fairfax, VA 22030-3409

Business Size: Small, Disadvantaged, 8(a), Woman Owned, Veteran Owned Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract’s awarded size status for the preponderance NAICS designated in the RFQ is “other than small”.

Telephone: 703-766-4675
FAX Number: 703-934-2028
Web Site: www.vcp-llc.com
E-mail: visionary@vcp-llc.com
Contract Administration: Michael D. Thornton, Sr., Chief Operating Officer/Co-Owner

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
874-7	874-7RC	Integrated Business Program Support Services

- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Pricing Page 4.**
- 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 Labor Category Descriptions Page 5.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
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). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(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), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as Contractor
- 15. Warranty provision:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 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):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 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/.
- 25. Data Universal Numbering System (DUNS) number:** 020487498
- 26. Notification regarding registration in System for Award Management (SAM) database:** Registered.

GSA Awarded Pricing

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	3/8/16	3/8/17	3/8/18	3/8/19	3/8/20
		-	-	-	-	-
		3/7/17	3/7/18	3/7/19	3/7/20	3/7/21
874-7	Acquisition Analyst - Junior	\$80.33	\$82.01	\$83.73	\$85.49	\$87.29
874-7	Acquisition Analyst - Senior	\$107.10	\$109.35	\$111.65	\$113.99	\$116.38
874-7	Administrative Assistant - Mid	\$59.41	\$60.66	\$61.93	\$63.23	\$64.56
874-7	Administrative Assistant - Senior	\$75.34	\$76.92	\$78.54	\$80.19	\$81.87
874-7	Database Engineer	\$129.41	\$132.13	\$134.90	\$137.73	\$140.62
874-7	Management Analyst - Senior	\$97.21	\$99.26	\$101.34	\$103.47	\$105.64
874-7	Operational Innovation Coordinator	\$145.41	\$148.47	\$151.59	\$154.77	\$158.02
874-7	Program Manager	\$142.58	\$145.57	\$148.63	\$151.75	\$154.94
874-7	Task Manager	\$120.49	\$123.02	\$125.60	\$128.24	\$130.93
874-4	SME - Trainer	\$189.52	\$193.50	\$197.56	\$201.71	\$205.95

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA 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 SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS

Acquisition Analyst - Junior

Functional Responsibilities:

Works closely with senior analysts in acquisition documentation and acquisition planning subject matter experts to develop requirements and evaluation criteria for acquisitions. Writes memorandum of needs and acquisition plans, reviews acquisition packages to the acquisition office, reviews existing contracts to determine compliance with applicable laws, regulations and policies, provides clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program with review and supervision of lead analyst. May assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

Minimum Education: Bachelor's

Minimum Experience: 1 Year

Acquisition Analyst - Senior

Functional Responsibilities:

Guides junior analysts with overseeing of acquisition documentation and planning. Writes memorandum of needs and acquisition plans, reviews acquisition packages to the acquisition office, reviews existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program with review and supervision of lead analyst. May assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

Minimum Education: Bachelor's

Minimum Experience: 5 Years

Administrative Assistant - Mid

Functional Responsibilities:

Performs diverse administrative duties requiring significant experience with client workflow and/or operations. Key responsibilities include: Initiating special reports, composing routine correspondence, and compiling statistical and budget information, and providing communication with all levels of client personnel to gather and convey information.

Minimum Education: Associate's

Minimum Experience: 3 Years

Administrative Assistant - Senior

Functional Responsibilities:

Performs diverse administrative duties requiring significant experience with client workflow and/or operations. Key responsibilities include: Initiating special reports, composing routine correspondence, and compiling statistical and budget information, and providing communication with all levels of client personnel to gather and convey information.

Minimum Education: Associate's
Minimum Experience: 8 Years

Database Engineer

Functional Responsibilities:

Designs, recommends, develops, and implements procedures to ensure integrity, security, and privacy of the all database systems in accordance with the Client's regulatory and contractual environment. Determines procedures for backup/recovery to ensure adequate recovery in a timely manner according to internal and external Service Level Agreements. Includes database backup / recovery process design, implementation and testing.

Minimum Education: Bachelor's
Minimum Experience: 3 Years

Management Analyst - Senior

Functional Responsibilities:

Possesses ability to lead or supervise a team of specialists and other management staff to incorporate requirements into new or existing information management systems. Assesses and applies multiple organizational, and management improvement techniques in a government or commercial environment. Conducts and participates in formal and informal reviews at pre-determined points throughout the project life cycle. Analyzes client needs to determine systems requirements as they apply to the client's management systems. Reviews client requirements and participate in client problem-solving and in the recommendation process. Identifies best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles. Creates and assesses performance measurements. Communicates effectively orally or in writing. Possesses excellent interpersonal skills.

Minimum Education: Bachelor's
Minimum Experience: 4 Years

Operational Innovation Coordinator

Functional Responsibilities:

Establishes priorities task assignments and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables. Possesses proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Minimum Education: Bachelor's
Minimum Experience: 10 Years

Program Manager

Functional Responsibilities:

Possesses experience and comprehensive knowledge of several related fields, and recognition as a leader within the team's functions. Manages the activities of a group of management. Directs multiple activities of a group of management. Executes the business plans and develops plans and projects. Determines needs as well as investigates and resolves problems. Interfaces with other functions and outside personnel. Prepares capital and operating requests. Manages staff. Acts as senior resource for a specific discipline or function. Organizes and directs work, coordinates efforts with other functions, and directs personnel to achieve objectives. Directly supervises contractor employees. Responsible for interviewing, hiring, and training contractor employees.

Responsible for staff development, planning, assigning and directing work. Responsible for addressing complaints and resolving problems.

Minimum Education: Bachelor's

Minimum Experience: 10 Years

SME - Trainer

Functional Responsibilities:

Possesses the ability to provide consultative direction for clients' training and learning needs towards pre-determined short, medium, and long-term learning objectives. Determines, recommends, and pursues courses of action to achieve desired training objectives. Develops, directs, plans, delivers and evaluates training programs or activities to meet external customer or internal employee learning objectives. Provides direct instruction and training to customers on services, procedures, processes, techniques, tactics, products or skill development. Provides customized needs analysis, course development, development of criteria for evaluating the effectiveness of course objectives, and evaluation and learning assessments. Develops course content, training materials, visual aids and documentation to support a variety of instructional formats such as lecture, lab exercises, field training, computer-based training (CBT), and/or web-based training (WBT).

Evaluates existing training programs and assesses results to establish an "as-is" baseline, and develops and implements enhancements as needed. Develops exam materials and may be responsible for quantitative and qualitative evaluation of participant's attainment of learning objectives. Collaborates with customer or internal functional organization to develop, enhance, and/or evaluate new or existing learning objectives and course content.

Upon request, administers in-person and web-based training programs to meet client needs, which may require post-training follow up to determine applicability of course material or training approaches.

Minimum Education: Master's

Minimum Experience: 10 Years

Task Manager

Functional Responsibilities:

Reviews and determines all appropriate staffing requirements within required budget and timeframe and prepares all technical publications and software resources for projects. Administers all phases of planning and implementation of medium projects and analyzes all potential risks and monitor all project requirements. Monitors and ensures compliance to all Quality Assurance procedures and evaluate all client issues and comments.

Minimum Education: Bachelor's

Minimum Experience: 6 Years

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Equivalent Degree

Associate's

Equivalent Experience

2 years relevant experience

Bachelor's

Associate's degree + 2 years relevant experience or 4 years relevant experience

Master's

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience

Doctorate

Master's + 2 years relevant experience or Bachelor's + 4 years or Associate's + 6 years relevant experience or 8 years relevant experience