



**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!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule Title: Multiple Award Schedule**  
**Federal Supply Group: Professional Services**

**Contract Number: GS-00F-080DA**  
**Contract Period: March 8, 2021 – March 7, 2026**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**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](http://www.vcp-llc.com)  
**E-mail:** [visionary@vcp-llc.com](mailto:visionary@vcp-llc.com)  
**Contract Administration:** Michael D. Thornton, Sr., Chief Operating Officer/Co-Owner,  
30Tmthornton@vcp-llc.com

Pricelist current through Modification **#PA-0012**, effective **May 05, 2021**.

**CUSTOMER INFORMATION:**

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

<b>SIN</b>	<b>Recovery</b>	<b>SIN Description</b>
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	611430RC	Professional and Management Development Training
OLM	OLMRC	Order Level Materials

**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:** For SINs 541611 and 611430 - \$1,000,000.00  
For SIN OLM - \$250,000.00

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

**9. Foreign items (list items by country of origin):** None

**10a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**10b. 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

**10c. 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

- 10d. 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
- 11. F.O.B Points(s):** Destination
- 12a. Ordering Address(es):** Same as Contractor
- 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 address(es):** Same as Contractor
- 14. Warranty provision:** Contractor’s standard commercial warranty.
- 15. Export Packing Charges (if applicable):** N/A
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 17. Terms and conditions of installation (if applicable):** N/A
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. Terms and conditions for any other services (if applicable):** N/A
- 19. List of service and distribution points (if applicable):** N/A
- 20. List of participating dealers (if applicable):** N/A
- 21. Preventive maintenance (if applicable):** N/A
- 22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 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/](http://www.Section508.gov/). [visionary@vcp-llc.com](mailto:visionary@vcp-llc.com)**
- 23. Unique Entity Identifier (UEI) number:** DHRLCLFC8PJ8
- 24. Notification regarding registration in System for Award Management (SAM) database:** Visionary Consulting Partners, LLC is registered in the SAM database.



**GSA Awarded Pricing**

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

SIN	Labor Category	3/8/22	3/8/23	3/8/24	3/8/25
		-	-	-	-
		3/7/23	3/7/24	3/7/25	3/7/26
541611	Acquisition Analyst - Junior	\$88.24	\$90.09	\$91.98	\$93.92
541611	Acquisition Analyst - Senior	\$117.64	\$120.11	\$122.63	\$125.21
541611	Administrative Assistant - Mid	\$65.27	\$66.64	\$68.04	\$69.47
541611	Administrative Assistant - Senior	\$82.76	\$84.50	\$86.27	\$88.08
541611	Database Engineer	\$146.58	\$149.66	\$152.80	\$156.01
541611	Management Analyst - Senior	\$106.79	\$109.03	\$111.32	\$113.66
541611	Operational Innovation Coordinator	\$159.74	\$163.09	\$166.52	\$170.02
541611	Program Manager	\$161.51	\$164.90	\$168.37	\$171.90
541611	Task Manager	\$132.35	\$135.13	\$137.97	\$140.87
611430	SME - Trainer	\$208.18	\$212.55	\$217.01	\$221.57

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Awards Schedule and all services provided. 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 CRF 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 a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## LABOR CATEGORY DESCRIPTIONS

SIN 541611

### Acquisition Analyst - Junior

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**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

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**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

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**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

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**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**

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**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**

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**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**

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**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**

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**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

#### **Task Manager**

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**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

**SIN 611430**

**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

**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  
Bachelor’s  
Master’s  
  
Doctorate

**Equivalent Experience**

2 years relevant experience  
Associate’s degree + 2 years relevant experience or 4 years relevant experience  
Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience  
Master’s + 2 years relevant experience or Bachelor’s + 4 years or Associate’s + 6 years relevant experience or 8 years relevant experience