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

Schedule for - Multiple Award Schedule

 Federal Supply Group: Professional Services

Price list current as of Modification # PS-A812 effective 02/10/2020

# Contract Number: 47QRAA18D007X

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

# Contract Period: 04/18/2018 through 04/17/2023

|  |  |  |
| --- | --- | --- |
| Contractor:  |  | HOSTED RECORDS INC.  |
|   |  | 6551 LOISDALE COURT SUITE 250,  |
|    |  | SPRINGFIELD, VA 21150 1802  |
| Business Size:  |   | Small Disadvantaged  |
|   |   | Economically Disadvantaged Woman Owned Business  |
|    |   | HUBZONE  |
| Telephone:  |  | 571-274-9800  |
| FAX Number:  |  | 866-658-7763  |
| Web Site:  |  | http://www.hostedrecords.com  |
| E-mail:  |  | abell@hostedrecords.net  |

Contract Administration: Adrian Bell

CUSTOMER INFORMATION:

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

|  |  |
| --- | --- |
| SIN  | SIN Description |
| 541611  | Management and Financial Consulting |
| OLM | Order-Level Materials (OLM’s) |

1b. Identification of the lowest priced labor category for the special item number awarded in the contract.

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. See below.

1. Maximum Order: $1,000,000.00

1. Minimum Order: $100.00

1. Geographic Coverage (delivery Area): Domestic and Overseas

1. Point(s) of production (city, county, and state or foreign country): Same as company address

1. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See below.

1. Quantity discounts: 2% off each task order exceeding $150,000; 3% off each task order exceeding $250,000.00 and; 5% off each task order valued more than $500,000
2. Information for Ordering Offices: 1% 20 days, Net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

 micropurchase threshold: Will accept.

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. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. 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) are found in Federal Acquisition Regulation (FAR) 8.405-3.

1. Payment address(es): Same as company address

1. Warranty provision: Contractor’s standard commercial warranty.

1. Export Packing Charges (if applicable): N/A
2. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Contact Contractor

1. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

1. Terms and conditions of installation (if applicable): N/A

1. 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

1. List of service and distribution points (if applicable): N/A

1. List of participating dealers (if applicable): N/A

1. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. Section 508 compliance: N/A

1. Data Universal Numbering System (DUNS) number: 078458208

1. Notification regarding registration in SAM database: Registered and current

1. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item  | SIN  | Awarded Labor Category  | Site  | Year 1  |
| 1  | 541611 / OLM | Business Analyst  | Both  | $90.68  |
| 2  | 541611 / OLM | Senior Technical Writer  | Both  | $89.59  |
| 3  | 541611 / OLM | Project Manager  | Both  | $86.15  |
| 4  | 541611 / OLM | Subject Matter Expert  | Both  | $163.22  |

Service Contract Act: Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) 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 CRF 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.

Final Awarded Labor Category Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SIN  | TITLE  | DESCRIPTION  | YEARS OF EXP  | DEGREE REQUIRED  |
| 541611 / OLM | Business Analyst  | Identifies potential business process problems and performs and implements enhancements and modifications. Works with the development teams to define business systems requirements.  | 2  | Bachelor's Degree  |
| 541611 / OLM | Sr. Technical Writer  | Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor.  | 3  | Bachelor's Degree  |
| 541611 / OLM | Project Manager  | Responsible for the coordination and completion of projects. Manages all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.  | 3  | Bachelor's Degree  |
| 541611 / OLM | Subject Matter Expert  | Services may include providing expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.  | 4  | Bachelor's Degree  |