



**U.S. GENERAL SERVICES ADMINISTRATION
MULTIPLE AWARD SCHEDULE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
Federal Supply Group: Professional Services**



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. The INTERNET address GSA Advantage!® is: GSAAvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov/schedules-ordering>

CONTRACT #: 47QRAA19D00CJ

Contract Period: September 16, 2019 through September 15, 2024

**BreakForth Solutions, Inc.
13164 Piedmont Vista Drive
Haymarket, VA 20169**

Contract Administrator

Ms. Nichelle L. Early

Phone: 703-468-2221 x 700

Mobile: 571-282-5222

Fax: 1-877-322-4364

www.BreakForthSolutions.com

Email: Nichelle.Early@BreakForthSolutions.com

Business Size: Small Business

Pricelist current as of Modification #PS-A812, effective April 23, 2020

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SECTION I - Customer Information

1. Table of Awarded Special Item Numbers

▪ SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
▪ SIN 541219 – Budget and Financial Management Services
▪ SIN 54151S – Information Technology Professional Services (Complementary)
☐ SIN(s) 541611RC, 541219RC and 54151SRC - Disaster and Recovery
☐ SIN(s) OLM, OLMRC – Order Level Materials

1b. Identification of lowest prices

Identification of the lowest priced model number and lowest unit price for each awarded SIN

SIN	Hourly Rate	Labor Category
541611	\$35.99	General Clerk I **
541219	\$35.99	General Clerk I **

1c. Hourly Rates, Job Titles, Experience, and Descriptions

- See pages 7-15 – Pricing Schedule, Labor Category Descriptions, Education/Experience Exceptions

2. Maximum Order:

- SIN 541611 and 541219: \$1,000,000
- SIN 54151S: \$500,000
- SIN OLM: \$250,000

3. Minimum Order:

- \$100

4. Geographic coverage (delivery area):

- Domestic Delivery - Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point(s) of production (city, county, and State or foreign country):

- N/A

6. Discount from list prices or statement of net price:

- Prices Shown are the government's net prices.

7. Quantity Discounts:

- None

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. Government Purchase Card

9a. Notification whether Government purchase Cards are accepted or not accepted at or below the below the micro- purchase threshold: Yes

9b. Notification whether Government purchase Cards are accepted or not accepted above the below the micro- purchase threshold: Yes

10. Foreign Items (list items by country of origin):

- None

11. Delivery Terms

11a. **Time of Delivery:** To be negotiated at the Task Order Level or as negotiated with the ordering activity.

11b. **Expedited Delivery:** To be negotiated at the Task Order Level or as negotiated with the ordering activity.

11c. **Overnight and 2-Day Delivery:** To be negotiated at the Task Order Level or as negotiated with the ordering activity.

11d. **Urgent Requirements:** To be negotiated at the Task Order Level or as negotiated with the ordering activity.

12. F.O.B. Point(s)

- Destination

13a. Ordering Address

BreakForth Solutions, Incorporated (BSi)

13164 Piedmont Vista Dr.

Haymarket, VA 20169

Ph. 703-468-2221 or 571-282-5222

Fax: 1-877-322-4364

Email: Contracts@BreakForthSolutions.com

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:

BreakForth Solutions Incorporated

14658 Gap Way, #1231

Haymarket, VA 20169

15. Warranty Provision:

- None

16. Export Packing Charges:

- Not Applicable

17. Government Purchase Card

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

Special Attributes and Compliance

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/.

25. Data Universal Number System (DUNS):

- 078494992

26. SAM.Gov Registration

- BreakForth Solutions Incorporated is registered in the SAM.gov database. Registration is active and current.

Service Contract Labor Standards Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Billing Analyst/Audit Clerk, I	01013 - Accounting Clerk III	2015-4281
Administrative Specialist II	01020 - Administrative Assistant	2015-4281
General Clerk I	01111 - General Clerk I	2015-4281
General Clerk II	01112 - General Clerk II	2015-4281
General Clerk III	01113 - General Clerk III	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SECTION II – Labor Categories

Commercial Labor Category	Minimum Required Years of Specific Labor Category Experience	Functional Responsibility	Educational Requirements
Accountant II, Intermediate	Minimum 3 specific years experience performing accounting, financial, journal entry and reconciliation responsibilities.	Reports costs, productivity, margins, and expenditures; analyzes complex financial reports and records; makes recommendations based on analysis and status of reserves, assets and expenditures; performs variance analyses and prepares account reconciliations; reviews journal entries of junior accountants for accuracy; trains and mentors junior staff.	Bachelor's degree in Accounting, Finance or business-related field plus minimum experience; or 2 additional years of minimum required accounting experience.
Accountant III, Sr.	Minimum 7 specific years experience executing Accounting and Finance responsibilities	Performs variance analyses and prepares account reconciliations; assists with financial and tax audits; documents and monitors internal controls in support of auditing team; coordinates complex accounting projects and initiatives with other members of the accounting and finance team; provides accounting advice to Executive Team. Strong MS Excel experience.	Bachelor's degree in Accounting, Finance or business-related field plus minimum required experience; or 2 additional years of minimum required accounting experience.
Accountant V, SME, PM	Minimum 16 years specific experience performing as an accountant	Provides specialist accounting and system knowledge for system and process development, training of accounting staff, and representing the area in projects providing expertise. Provides professional support to the Asset and Project Accounting and General Ledger Accounting teams to perform assigned accounting and control transaction processing responsibilities. Responsible for ensuring compliance with SLAs, measuring and managing KPIs and ensuring compliance with commercial and federal Government policy and accounting practice. Requires expert knowledge of GAAP and CAS. Knowledge of D/FAR regulations. Strong MS Excel experience.	Master's degree in Accounting, Finance, plus minimum required experience; or 3 additional years of minimum required accounting experience

Commercial Labor Category	Minimum Required Years of Specific Labor Category Experience	Functional Responsibility	Educational Requirements
Accounting Consultant II	Minimum 3 years specific experience performing Accounting, Finance or Auditing	Oversees and provides financial management, financial forecasting and auditing; analyzes financial documents, performs reconciliations; offers advice on improving profitability, predicting future costs and revenues, and checking for compliance with financial regulations. Collaborates with business leaders; prepare, review and file financial reports and tax documents; conduct tax research and suggest ways to improve financial reporting processes. Requires expert knowledge of GAAP and CAS. Knowledge of D/FAR regulations. Strong MS Excel experience.	Bachelor's degree Accounting, Finance, or Business discipline plus minimum required experience; or 2 additional years of minimum required accounting experience.
Administrative Specialist II	Minimum 3 years specific experience performing administrative functions	Provides administrative, clerical, and research support for executive or program staff; Supports operational functions to include payroll, human resources, presentations. Assists with event planning, meeting scheduling, action tracking, and other relative office support duties. Strong MS Office Suite experience.	Associates degree plus minimum required experience; or 2 years additional minimum required administrative experience.
Analyst I	Minimum 0 years specific experience performing analyst requirements.	Assists with broad quantitative analysis in support of projects or program office requirements. May perform data analysis; data collection, research, data modeling, and reporting for administrative of financial requirements. Works under the supervision of other Sr. Analyst.	High School Diploma plus Minimum required analyst experience.

Commercial Labor Category	Minimum Required Years of Specific Labor Category Experience	Functional Responsibility	Educational Requirements
Billing Analyst III, Team Lead	Minimum 7 years specific experience performing billing requirements.	Coordinates, oversees, and ensures the successful operation of billing and financial tasks. Reviews scheduling, costs, personnel assignments. Serves in lead role in overall quality assurance, internal control, including planning, directing, reviewing, and troubleshooting, complex and sensitive billing transactions.	Bachelor's degree in finance, accounting, or business related degree; or, 2 years additional minimum required billing analyst experience.
Billing Analyst, Audit Clerk, I **	Minimum 0 required years experience supporting billing requirements	Assists with general billing transaction functions such as validating invoices; auditing account numbers; creating tracking reports; data entry; coordinating billing approvals. Works under the supervision of other Sr. Billing Analysts.	High School Diploma
Billing Analyst, Sr.	Minimum 7 years experience supporting Billing requirements.	Oversees invoice validation prior to payment. Audits billing and charges against appropriate customer and accounts. Coordinate receiving payment approval; calculates changes and maintain financial data and payments in various computer spreadsheets or financial databases. Monitors accounts and issues payments in a timely manner. Strong MS Excel skills is required.	Bachelor's degree plus minimum required experience; or 2 years additional minimum required billing analyst experience.
Consultant, III	Minimum 7 years consulting experience.	Provides consultative, advisory and or analysis support to clients and customers. Provides business expertise in a broad range of disciplines and possesses domain experience and expertise in the relative field of support. Supports senior staff and project managers and may possess specialty expertise in areas such as Acquisition Planning, Enterprise Architecture, Business Process Re-engineering, Human Resources and Staffing or other specialty discipline. Works with guidance of Subject Matter Experts.	Bachelors Degree in Business, Finance, Engineering, Technology, Communications or relative field of discipline, plus minimum required experience.

Commercial Labor Category	Minimum Required Years of Specific Labor Category Experience	Functional Responsibility	Educational Requirements
Functional Specialist I	Minimum 0 years specific relative Functional Specialist domain experience.	Supports Executive Staffs and Program Offices providing specialty consultation, advisory services, and broad analysis in support of mission and objectives and corporate or Government Functional Areas. Primary areas of consultation may include project planning, portfolio management, quantitative financial analysis, acquisition management, along with other approaches and methods. Experience may also be leveraged from serving in a specific domain area, client environment, or military environment.	Bachelors degree in a related field of discipline plus minimum experience and other senior level relative industry experience; or total 6 plus years project strategy, planning, or financial experience.
General Clerk I **	Minimum 0 years Entry Level experience	Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as: coding; filing; answering telephone; serving as receptionist; simple posting to accounts; opening mail; simple posting to accounts; operating general office equipment. Works under supervision of experienced personnel.	High School Diploma
General Clerk II **	Minimum 3 years specific experience	Requires familiarity with the terminology of the office unit. Responsible for selecting appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of guides, manuals, and knowledge bases. Can perform general administrative duties such as general research, recordkeeping, switchboard operation, WebEx account unlocks; posting to social media. Serves in a tier one capacity and works with more senior staff for issue resolution.	High School Diploma; educational substitutions can be made in lieu of experience.

Commercial Labor Category	Minimum Required Years of Specific Labor Category Experience	Functional Responsibility	Educational Requirements
General Clerk III **	Minimum 7 years specific experience	Assists in a variety of administrative matters; maintains a wide variety of financial or other records; verifies statistical, financial, data collection, and other types of reports for accuracy and completeness. Compiles information; supports presentations and briefings; and handles and assists with resolving customer service or other types of issues.	High School Diploma; educational substitutions can be made in lieu of experience.
Management Consultant IV	Minimum 11 years specific relative domain experience	Provide in dept consultation to mission-oriented business integrated service projects which may include strategic consulting, project planning, surveys, requirements analysis, training delivery, facilitation, change management, business improvement, and or program management. Drafts and reviews deliverables. Responsible for sound problem solving and analysis skills, and strong written and oral communication skills. Determines and documents customer requirements and tracks relative deliverables to completion. May possess specialty subject-matter expertise in areas such as Capital Planning, Enterprise Architecture, Business Process Re- engineering, Human Resources or other related discipline.	Bachelors Degree plus minimum required experience; or 3 years additional required relative management consultant experience; at least 1 industry certification (PMP, CPA, ITIL, SPHR, etc.)
Project Manager II	Minimum 3 years specific experience in project management.	Manage projects, tasks, and/or subtasks using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.	Bachelors degree in related discipline plus minimum required experience; or 2 years additional minimum project management experience.

Commercial Labor Category	Minimum Required Years of Specific Labor Category Experience	Functional Responsibility	Educational Requirements
Project Manager III	Minimum 7 years specific experience in project management.	Manage projects, tasks, and/or subtasks using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.	Bachelors degree in related discipline plus minimum required experience; or 2 years additional minimum required project management experience.
Project Manager IV	Minimum 11 years experience in project management.	Serves and primary point of contact between corporate organization and client to manage projects, tasks, and/or subtasks, and project deliverables using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.	Bachelors degree in related discipline plus minimum required experience; or 3 years additional minimum required project management experience.
Proposal Consulting III	Minimum 7 years proposal or acquisition support experience.	Provides leadership and assists with strategic planning for mission-oriented business integrated acquisition or proposal environments which may include: assisting with the development of technical or management volumes; staffing analysis; resume review and analysis; participating in procurement strategy exercises; proposal evaluation; interpreting statements of work; and strategic consulting. Assists with key personnel qualifications analysis and review. Participate in overall proposal evaluation.	Bachelors degree in related discipline plus minimum required consulting experience; or 2 years additional minimum required proposal experience.

Commercial Labor Category	Minimum Required Years of Specific Labor Category Experience	Functional Responsibility	Educational Requirements
Proposal Consulting Expert, IV	Minimum 12 years specific proposal or acquisition support experience.	Provides leadership and develops the strategic plan for mission oriented business integrated acquisition or proposal environments which may include: leading the development of technical or management volumes; executing complex staffing analysis; performing resume review and analysis; conducting market research; supporting price to win exercises; developing procurement strategy and evaluation exercises; developing and or interpreting statements of work; Lead overall proposal evaluation color teams to include internal and external compliance reviews.	Bachelors degree in related discipline plus minimum required experience; or 3 years additional minimum required experience.
Staffing Requirements Analyst, IV	Minimum 11 years specific proposal or acquisition support experience.	Provides leadership and develops complex staffing and analysis models; compliance matrices; qualification assessments; resume compliance and review. Develops and executes staffing strategies to align with business and technical objectives towards the fulfillment of mission or business requirements. Create statistical models, perform quantitative analysis; interview SMEs; and work with SMEs to support overall acquisition or procurement objectives.	Bachelors degree in related discipline; or 3 years additional minimum required experience.
Subject Matter Expert , IV	Minimum 11 years specific relative domain experience.	Provide focused, expert consultation to mission-oriented business integrated service projects which may include strategic consulting, project planning, surveys, requirements analysis, training delivery, facilitation, change management, business improvement, and or program management. Drafts and reviews deliverables. Responsible for sound problem solving and analysis skills, and strong written and oral communication skills. Determines and documents customer requirements and tracks relative deliverables to completion. May possess specialty subject-matter expertise in areas such as Capital Planning, Enterprise Architecture, Business Process Re- engineering, Human Resources or other related discipline.	Masters degree in a related field of discipline; or 3 years additional minimum required experience

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SECTION III- APPROVED GSA PRICE LIST (Includes IFF of .75%)

SIN(s)	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Proposal Consulting III	\$176.26	\$181.55	\$187.00	\$192.61	\$198.38
541611	Staffing Requirements Analyst, IV	\$202.95	\$209.04	\$215.31	\$221.77	\$228.42
541611 and 541219	Subject Matter Expert, IV	\$202.95	\$209.04	\$215.31	\$221.77	\$228.42
541219	Accountant II, Intermediate	\$93.70	\$96.51	\$99.41	\$102.39	\$105.46
541219	Accountant V, SME, PM	\$133.16	\$137.15	\$141.27	\$145.51	\$149.87
541219	Accountant III, Sr.	\$107.75	\$110.98	\$114.31	\$117.74	\$121.27
541611	Proposal Consulting Expert, IV	\$199.75	\$205.74	\$211.91	\$218.27	\$224.82
541611 and 541219	Consultant, III	\$97.92	\$100.86	\$103.89	\$107.00	\$110.21
541611 and 541219	Management Consultant IV	\$155.07	\$159.73	\$164.52	\$169.45	\$174.54
541611 and 541219	Administrative Specialist II **	\$85.34	\$87.90	\$90.54	\$93.25	\$96.05
541611 and 541219	General Clerk I **	\$35.99	\$37.07	\$38.18	\$39.33	\$40.51
541611 and 541219	General Clerk II **	\$36.72	\$37.82	\$38.96	\$40.13	\$41.33
541611 and 541219	General Clerk III **	\$37.44	\$38.56	\$39.72	\$40.91	\$42.14
541611 and 541219	Project Manager II	\$80.96	\$83.39	\$85.89	\$88.46	\$91.12
541219	Billing Analyst III, Team Lead	\$79.44	\$81.82	\$84.28	\$86.81	\$89.41
541219	Billing Analyst, Audit Clerk, I **	\$54.51	\$56.14	\$57.83	\$59.56	\$61.35

SIN(s)	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
541219	Billing Analyst, Sr.	\$70.81	\$72.94	\$75.12	\$77.38	\$79.70
541611 and 541219	Project Manager III	\$114.63	\$118.07	\$121.61	\$125.26	\$129.02
541611 and 541219	Project Manager IV	\$133.18	\$137.17	\$141.29	\$145.53	\$149.89
541219	Accounting Consultant II	\$154.38	\$159.01	\$163.78	\$168.69	\$173.75
541611	Functional Specialist I	\$141.89	\$146.15	\$150.54	\$155.05	\$159.70
541611 and 541219	Analyst I	\$97.92	\$100.86	\$103.89	\$107	\$110.21

