



## NextStep Technology, Inc. Professional Services Price List

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### **GENERAL SERVICES ADMINISTRATION** Federal Supply Service MAS Schedule, Order Level Materials (OLM) 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. The INTERNET address for GSA Advantage! is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).*

Schedule: MAS Solicitation #47QSMD20R0001 Schedule Title: MAS Schedule OLM, Order Level Materials

SIN 541611 or Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services  
Contract Number: **GS-00F-275DA**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [www.fss.gsa.gov](http://www.fss.gsa.gov). Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.*

**Contract Period: 09/06/2016 through 09/05/2021**



### **NEXTSTEP TECHNOLOGY, INC.**

17485 Monterey Road, Suite 304  
Morgan Hill, CA 95037  
(866) 950-4488  
[www.nextsteptech.us](http://www.nextsteptech.us)

Contact for contract administration: Brett Le Veille

Email: [brett.leville@nextsteptech.us](mailto:brett.leville@nextsteptech.us)

Business size: Small, 8(a) Certified Minority Owned, Veteran Managed

Modification Number: 1 Effective Date: 09/06/2016



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**CUSTOMER INFORMATION**

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

SIN	SIN Description
541611	Administrative Management and General Management Consulting 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.**

**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.**

- 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). See Attachment.
- 7. Quantity discounts:** N/A
- 8. Prompt payment terms:** Net 30
- 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 \$2,500



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- 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](http://fss.gsa.gov/schedules)).
- 14. Payment address(es):** Same as company address
- 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



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**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. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Numbering System (DUNS) number:** 046535519

**26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services 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.



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### PRICING

SIN	LABOR CATEGORY	GSA Price
541611	Administrative Staff III	\$74.28
541611	Business Consultant II	\$127.96
541611	Financial Analyst I	\$97.73
541611	Financial Analyst II	\$108.82
541611	Financial Analyst IV	\$124.12
541611	Program Manager	\$178.34
541611	Project Manager I	\$151.13
541611	Training Specialist IV	\$153.15



## LABOR CATEGORY DESCRIPTIONS

### Administrative Staff III

**Minimum / Experience:** At least five year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable. Provides direct secretarial support to an assigned manager, and may support his/her direct reports. Composes correspondence regarding administrative matters and general office policies for supervisor's approval. Prepares materials needed for conferences, correspondence, appointments, meetings, telephone calls, etc. Prepares special one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc.

**Minimum Education:** High School diploma or equivalent experience and training

### Business Consultant II

**Minimum / Experience:** At least two year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Staff professional, expert in a specific domain with general knowledge of other domains. Provides strategic guidance and influences program direction. Recommends large scale information system solutions, and assists with business integration across organizational levels. Provides program-level guidance within area of expertise and recommends domain-specific solutions and policies. Evaluates various business models including cost-benefit analysis and return on investment (ROI).

**Minimum Education:** : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With at least four years of specialized experience, a degree is not required.

### Financial Analyst I

**Minimum / Experience:** At least 2 year of work experience with the specific requirements



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specified by an actual Statement of Work or Statement of Need. Specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.

**Functional Responsibility:** Performs business and financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Evaluates existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** Associate's degree in Accounting, Finance, Business or other related discipline.

### Financial Analyst II

**Minimum / Experience:** At least 4 year of work experience with the specific requirements specified by an actual Statement of Work or Statement of Need. Specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.

**Functional Responsibility:** Performs business and financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Evaluates existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** Associate's degree in Accounting, Finance, Business or other related discipline.

### Financial Analyst IV

**Minimum / Experience:** At least Eight year of work experience with the specific requirements specified by an actual Statement of Work or Statement of Need. Specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.

**Functional Responsibility:** Performs business and financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Evaluates existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** A Bachelor's degree in Accounting, Finance, Business or other related





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discipline.

### Program Manager

**Minimum / Experience:** Ten years of experience. Experience includes increasing responsibilities in management of large programs.

**Functional Responsibility:** Manages mid-size (\$30M - \$50M) and small programs (less than \$30M) involving multiple projects. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrate communications skills at all levels of management. Serve as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall contract performance. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Demonstrate capability in the overall management of multi-task contracts of the size, type, and complexity as described in the Task Order.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline.

### Project Manager I

**Minimum / Experience:** One year experience as a Project Manager. Experience includes increasing responsibilities in information systems design and management.

**Functional Responsibility:** Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists the Program Manager in working with the government Contracting Officer, the COTR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline

### Training Specialist IV

**Minimum / Experience:** Eight years of experience in the delivery of training instruction and services.



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**Functional Responsibility:** Serves as lead instructor in delivering training and/or development programs where the subject matter or process is highly complex in nature. Formulates and provides overall direction for the training/development activities within the task. Works with functional analysts (subject matter experts), vendors, and clients to ensure that scope and depth of training/development activities are current and appropriate to client's requirements. Develops criteria for evaluating the effectiveness of the activities. Updates course curricula and documentation on a continuous basis to ensure timeliness, relevance, and contractual compliance. Conducts formal classroom courses, workshops, seminars, and computer-based training. Formulates and provides overall direction for the training/development activities within a program. May provide daily supervision and direction to training staff. May provide consulting support on complex tasks.

**Minimum Education:** A Bachelor's degree from an accredited college or university in education, training or related field of study. With a Master's Degree five years' experience. With PH.D. three year of experience. With at least twelve years of specialized experience, a degree is not required