



U.S. General Services Administration

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: GS-00F-152GA

Contract Period: March 28, 2022 through March 27, 2027



Adeptus Solutions, Inc.

161 Fort Evans Rd NE

STE 250, Office 8

Leesburg, VA 20176

Fax: 703-579-1119

<http://www.adeptusasi.com>

Contractor's Administration Source: Erica Robertson (erobertson@adeptusasi.com)

General Services Administration
Management Services Center Acquisition Division
Modification #PS-0020, effective April 21, 2022

Business Size: **Small Business**

For more information on ordering from Federal Supply Schedules go to the GSA
Schedules page at GSA.gov

**GSA AWARDED TERMS AND CONDITIONS
ADEPTUS SOLUTIONS, INC.**

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):**

SIN 541611:	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN 561110	Office Administrative Services
SIN 611430:	Professional and Management Development Training
SIN 54151S:	Information Technology Professional Services
SIN 611512:	Flight Training
SIN OLM:	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 below.

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 below.

2. **MAXIMUM ORDER*: SINs 541611, 611430, 561110, and 611512:** \$1,000,000

SIN 54151S: \$500,000

OLM: \$250,000

3. **MIMINUM ORDER:** \$100

4. **GEOGRAPHIC COVERAGE:** Domestic Delivery Only, 50 States, DC, Territories

5. **POINT(S) OF PRODUCTION:** Same as Company Address

6. **DISCOUNT FROM LIST PRICES:** Government net prices (discounts already deducted)

7. **QUANTITY DISCOUNT(S):** An additional 1% discount on a task order equal to or greater than \$300,000; an additional 2% discount on a task order equal to or greater than \$600,000

8. **PROMPT PAYMENT TERMS:** 0%, 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:** None

10a. **TIME OF DELIVERY:** Specified on the Task Order

10b. **EXPEDITED DELIVERY:** Contact Contractor.

10c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor

10d. **URGENT REQUIREMENTS:** Contact Contractor

11. **FOB POINT:** Destination; 50 States, Washington, D.C., and all U.S. Territories

- 12a. **ORDERING ADDRESS:**
Adeptus Solutions, Inc.
161 Fort Evans Rd NE, STE 250, Office 8, Leesburg, VA 20176
(P) 703-579-1101
(F) 703-579-1119
- 12b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
13. **PAYMENT ADDRESS:**
Adeptus Solutions, Inc.
161 Fort Evans Rd NE, STE 250, Office 8, Leesburg, VA 20176
(P)703-579-1101
(F) 703-579-1119
14. **WARRANTY PROVISION:** Standard Commercial Warranty.
15. **EXPORT PACKING CHARGES:** 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
18. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 18a. **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. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 22b. **SECTION 508 COMPLIANCE FOR EIT:** The EIT standards can be found at: www.Section508.gov/
23. **Unique Entity Identifier (UEI) Number:** VVWFL9QPNCZ2
24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registered and Active, CAGE Code 5HA14

FINAL PRICING: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%

GSA AWARDED LABOR CATEGORIES

Adeptus Solutions, Inc.

ADMINISTRATIVE ASSISTANT

Minimum/General Experience: 3 years

Functional Responsibility: Provides general purpose administrative and clerical support for project tasks. Duties may include word-processing, graphics, desktop publishing, editing, meeting coordination and facilitation, answering telephones, photocopying, coordination of communications materials and additional tasks. Duties also include regular tasks defined at point of need. These may include some presentation drafts and editing/proofreading of documents, presentations or other meeting materials and miscellaneous research tasks.

Minimum Education: Associates Degree

ANALYST I

Minimum/General Experience: 1 year

Functional Responsibility: Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

Minimum Education: Bachelor's Degree

ANALYST II

Minimum/General Experience: Five (5) years

Functional Responsibility: Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

Minimum Education: Bachelor's degree

ANALYST III

Minimum/General Experience: Six (6) years

Functional Responsibility: Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and

principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

Minimum Education: Bachelor's degree

BUSINESS ANALYST I-V

Minimum Experience: At least 6 months

Functional Responsibility: Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Minimum Education: Bachelor's degree from an accredited college or university or equivalent practical experience.

Experience & Education:

1. Business Analyst I: Bachelor's Degree and 6 months of experience
2. Business Analyst II: Bachelor's Degree and 1 year of experience
3. Business Analyst III: Bachelor's Degree and 2 years of experience
4. Business Analyst IV: Bachelor's Degree and 4 years of experience
5. Business Analyst V: Bachelor's Degree and 5 years of experience

CONSULTANT I

Minimum Experience: Four (4) years

Functional Responsibility: The consultant demonstrates expert knowledge of specialized experience in an individual's field of study and specialization. The consultant must have the ability to synthesize data from multiple sources and ensure a comprehensive final work product. Demonstrates communication skills to be able to interface with all levels of management, confers with Government management officials to obtain necessary data to support engagement. Able to communicate with others effectively both orally and in writing. Written communications, including e-mail, consistently utilize correct formatting, spelling and grammar. Oral communications exhibit proper responsiveness and professionalism.

Minimum Education: Bachelor's degree

CONSULTANT II

Minimum Experience: Six (6) years.

Functional Responsibility: The consultant demonstrates expert knowledge of specialized experience in an individual's field of study and specialization. Possess demonstrated knowledge, experience, and ability

in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of consultants or other staff as necessary.

Minimum Education: Bachelor's degree

CONSULTANT III

Minimum Experience: : At least nine (9) years

Functional Responsibility: The consultant demonstrates expert knowledge of specialized experience in an individual's field of study and specialization. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of consultants or other staff as necessary.

Minimum Education: Bachelor's degree

CONSULTANT IV

Minimum Experience: Twelve (12) years

Functional Responsibility: The consultant demonstrates expert knowledge of specialized experience in an individual's field of study and specialization. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Consultants or other staff as necessary.

Minimum Education: Bachelor's degree

FUNCTIONAL / SUBJECT MATTER EXPERT

Minimum Experience: Eight (8) Years

Functional Responsibility: As an expert in the subject matter field, Functional Experts may augment or direct project teams. Provides high level functional and enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Prepares and delivers senior management presentations and briefings as required by the task order. May serve as a task Leader, responsible for the quality and timeliness of the product or services delivered.

The Functional/Subject Matter Expert is typically a former high ranking military or civilian official and recognized by industry as an expert in their specific field.

Minimum Education: A Master's degree

MANAGER I

Minimum Experience: Four (4) years

Functional Responsibility: Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

Minimum Education: Bachelor's degree

MANAGER II

Minimum Experience: Six (6) years

Functional Responsibility: Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

Minimum Education: Bachelor's degree

MANAGER III

Minimum Experience: Eight years

Functional Responsibility: The manager is responsible for directing the day-to-day accomplishment of the engagement work activities and products. The manager sets priorities, ensures daily coordination among the team, and monitors progress against schedules, budgets, and status reports. The manager is responsible for planning and conducting meetings as necessary to accomplish engagement tasks. The manager demonstrates expert knowledge of methods and techniques in order to plan and conducting project activities. Supervises team(s) onsite, provides onsite quality control including reviewing and approving all deliverables prior to submission to the Government, and plans and assigns task to the team. Oversees and coordinates the services provided by contractor support staff as described in this task order. Develops work plan with controls to ensure that the deliverables are on time and accurate. Provide technical guidance on work assignments to lower-level staff. Reviews work products and provides technical assistance to project team members. Additionally, the manager interacts with government

management regarding specific engagement issues or conflicts. Able to communicate with others effectively both orally and in writing. Written communications, including e-mail, consistently utilize correct formatting, spelling and grammar. Oral communications exhibit proper responsiveness and professionalism.

Minimum Education: Bachelor's degree

PARTNER

Minimum Experience: Ten (10) years

Functional Responsibility: The Partner serves as a liaison, directs projects, assumes signatory authority for work products and provides final quality control review. He or she has the authority and responsibility to identify and commit resources required to support effort, constructs, and enforces quality control programs. Responsibilities also include reviewing deliverables, schedules, and reports; conducting discussions with government managers about the results of the work performed; directing senior level project members; reviewing and approving work plans and programs; ensuring that assignments are carried out within the budgeted time and within delivery commitments; following the progress of the engagement; and helping resolve issues as they arise. He or she confers with government management staff regarding specific program/technical activities, issues, or conflicts. The Partner provides expert management advisory services related to the engagement. Communicates with others effectively both orally and in writing.

Minimum Education: Master's degree

PROGRAM MANAGER

Minimum Experience: Eight (8) years

Functional Responsibility: Under limited supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to Marketing personnel in identifying and acquiring potential business.

Minimum Education: Bachelor's degree

PROJECT ASSISTANT I

Minimum Experience: Two (2) years

Functional Responsibility: Assists in the development of briefings, budget presentations, project reviews, meeting minutes, flowcharts, and periodic reports for the project managers. Must possess strong writing, analytical and interpersonal skills. Must be accustomed to short deadlines, a fast paced environment and frequent refinements to given tasks. Must be adept at independent priority setting and problem solving while delivering innovative solutions.

Minimum Education: High School Diploma.

PROJECT ASSISTANT II

Minimum Experience: Four (4) years

Functional Responsibility: Assists in the development of briefings, budget presentations, project reviews, meeting minutes, flowcharts, and periodic reports for the project managers. Must possess strong writing, analytical and interpersonal skills. Must be accustomed to short deadlines, a fast paced environment and frequent refinements to given tasks. Must be adept at independent priority setting and problem solving while delivering innovative solutions.

Minimum Education: Associates degree

QUALITY ASSURANCE ANALYST I

Minimum/General Experience: Two (2) years

Functional Responsibility: Uses in depth knowledge of quality assurance to inspect and improve process design; demonstrated knowledge of software quality assurance standards/methodology and relevant technical areas. Maintains and establishes a process for evaluating business applications and associated documentation. Has a demonstrated ability to inspect business applications to ensure compliance with applicable standards for systems design, business application construction, testing and documentation. Determines the resources required for quality control. Maintains the level of quality throughout the development life cycle. Develops quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle.

Minimum Education: Bachelor's degree

QUALITY ASSURANCE ANALYST II

Minimum/General Experience: Four (4) years

Functional Responsibility: Uses in depth knowledge of quality assurance to inspect and improve process design; demonstrated knowledge of software quality assurance standards/methodology and relevant technical areas. Maintains and establishes a process for evaluating business applications and associated documentation. Has a demonstrated ability to inspect business applications to ensure compliance with applicable standards for systems design, business application construction, testing and documentation. Determines the resources required for quality control. Maintains the level of quality throughout the development life cycle. Develops quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle.

Minimum Education: Bachelor's degree

QUALITY ASSURANCE ANALYST III

Minimum/General Experience: Seven (7) years

Functional Responsibility: Has specialized experience in methodology development and evaluation, process reengineering across all phases. Identifies best practices, change management, business management techniques, organizational development, facilitation, training, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training and provides additional forms of knowledge transfer.

Minimum Education: Bachelor's degree

TEAM LEADER

Minimum/General Experience: Seven (7) years

Functional Responsibility: Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.

Minimum Education: Bachelor's degree

Customer Service Representative III

Minimum/General Experience: 5 years

Functional Responsibility: Interacts with customers to answer questions, resolve support issues, enhance credibility, and nurture relationships.

Minimum Education: High School Degree

General Clerk I

Minimum/General Experience: 3 years

Functional Responsibility: Conducts clerical tasks such as answering telephones, handling mail, operating office equipment, and maintaining office supplies. Gathers and verifies information and performs data entry

Minimum Education: High School Degree

General Clerk II

Minimum/General Experience: 4 years

Functional Responsibility: Works under some supervision and expected to solve problems without assistance. Classifies material by nature of subject matter or prepares new files as needed. Maintains records and prepares reports in accordance with predetermined forms and procedures.

Minimum Education: High School Degree

**GSA AWARDED PRICELIST
Adeptus Solutions, Inc.**

SINs	Awarded Labor Category	GSA Hourly Rate w/IFF Year 6	GSA Hourly Rate w/IFF Year 7	GSA Hourly Rate w/IFF Year 8	GSA Hourly Rate w/IFF Year 9	GSA Hourly Rate w/IFF Year 10
541611, 611430, 54151S, 611512	Administrative Assistant	\$50.09	\$51.05	\$52.02	\$53.00	\$54.01
541611, 611430, 54151S, 611512	Analyst I	\$63.05	\$64.25	\$65.47	\$66.71	\$67.98
541611, 611430, 54151S, 611512	Analyst II	\$72.33	\$73.70	\$75.10	76.53	\$77.99
541611, 611430, 54151S, 611512	Analyst III	\$83.29	84.87	\$86.48	\$88.13	\$89.80
541611, 611430, 54151S, 611512	Business Analyst I	\$54.11	\$55.13	\$56.18	\$57.25	\$58.34
541611, 611430, 54151S, 611512	Business Analyst II	\$65.75	\$67.00	\$68.28	\$69.57	\$70.90
541611, 611430, 54151S, 611512	Business Analyst III	\$72.33	\$73.70	\$75.10	\$76.53	\$77.99
541611, 611430, 54151S, 611512	Business Analyst IV	\$83.84	\$85.43	\$87.05	\$88.71	\$90.39
541611, 611430, 54151S, 611512	Business Analyst V	\$104.11	\$106.09	\$108.11	\$110.16	\$112.25
541611, 611430, 54151S, 611512	Consultant I	\$89.86	\$91.57	\$93.31	\$95.08	\$96.89
541611, 611430, 54151S, 611512	Consultant II	\$106.30	\$108.32	\$110.38	\$112.48	\$114.62
541611, 611430, 54151S, 611512	Consultant III	\$117.26	\$119.49	\$121.76	\$124.07	\$126.43

541611, 611430, 54151S, 611512	Consultant IV	\$140.28	\$142.94	\$145.66	\$148.43	\$151.25
541611, 611430, 54151S, 611512	Functional / Subject Matter Expert	\$164.39	\$167.51	\$170.69	\$173.94	\$177.24
541611, 611430, 54151S, 611512	Manager I	\$82.19	\$83.76	\$85.35	\$86.97	\$88.62
541611, 611430, 54151S, 611512	Manager II	\$95.26	\$97.07	\$98.91	\$100.79	\$102.71
541611, 611430, 54151S, 611512	Manager III	\$111.78	\$113.91	\$116.07	\$118.28	\$120.52
541611, 611430, 54151S, 611512	Partner	\$219.18	\$223.35	\$227.59	\$231.91	\$236.32
541611, 611430, 54151S, 611512	Program Manager	\$175.35	\$178.68	\$182.07	\$185.53	\$189.06
541611, 611430, 54151S, 611512	Project Assistant I	\$54.80	\$55.84	\$56.90	\$57.98	\$59.08
541611, 611430, 54151S, 611512	Project Assistant II	\$62.47	\$63.65	\$64.86	\$66.10	\$67.35
541611, 611430, 54151S, 611512	Quality Assurance Analyst I	\$72.33	\$73.70	\$75.10	\$76.53	\$77.99
541611, 611430, 54151S, 611512	Quality Assurance Analyst II	\$82.19	\$83.76	\$85.35	\$86.97	\$88.62
541611, 611430, 54151S, 611512	Quality Assurance Analyst III	\$90.03	\$91.74	\$93.48	\$95.26	\$97.07
541611, 611430, 54151S, 611512	Team Leader	\$104.11	\$106.09	\$108.11	\$110.16	\$112.25

561110	Customer Service Representative III	\$33.85	34.49	\$35.14	\$35.81	\$36.49
561110	General Clerk I	\$29.03	\$29.58	\$30.14	\$30.72	\$31.30
561110	General Clerk II	\$31.15	\$31.74	\$32.34	\$32.96	\$33.58

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Schedule and all services provided. 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.

SCLS Matrix

SCLS Eligible

<u>Contract Labor Category</u>	<u>SCLS Equivalent Code – Title</u>	<u>WD Number</u>
Customer Service Representative III	01043 - Customer Service Representative III	2015-4281
General Clerk I	01111 - General Clerk I	2015-4281
General Clerk II	01112 - General Clerk II	2015-4281