

GENERAL SERVICES ADMINISTRATION

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

Schedule For: PROFESSIONAL SERVICES SCHEDULE

Contract Number: GS00199GA

EFFECTIVE DATES: MAY 30, 2017 THROUGH MAY 29, 2022



COMPANY INFORMATION:

J. Terry & Associates, Inc.
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Contract Administrator: Justin Terry
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BUSINESS INFORMATION:

8(a) Program Participant, Black American Owned, Minority-Owned Business, S Corporation, Service-Related Disabled Veteran Owned, Small disadvantaged business concern, Veteran Owned Business, Women Owned Small Business.

CORPORATE OVERVIEW

J. Terry & Associates, Inc. (JTA) is a SBA-certified 8(a), CVE-certified Service Disabled Veteran Owned Small Business (SDVOSB), and Woman Owned Small Business (WOSB) that has provided quality service to federal customers since 2007. We have provided multiple customers with a range of professional services, earning us a reputation as a dependable small business that can satisfy diverse and emerging requirements, on time and within budget. Some of the contract requirements that we have recently supported include: organizational assessments (manpower and force structure planning); business process reengineering and continuous process improvement for supply chain and life-cycle management; cost and budget analysis; acquisition/procurement support; database management; cyber security; and program management and office administration. Bottom line, JTA is a dependable resource, on which you can rely.

CONTRACT OVERVIEW

JTA's business consulting solutions and overall program management services are available through our professional services contract (**GS00F199GA**). Since 2008, our management and consulting services have assisted organizational clients such as the Army Forces Command, Marine Corps, and more recently the Department of State to improve their organizational performance and meet their mission goals. These services have encompassed a variety of functions, to include: research; evaluations; studies; quality assurance analysis; scenarios/simulations; reporting; business policy and regulatory development assistance and strategy formulation; facilitation and related decision support services; survey services, using a variety of methodologies (including survey planning, design, and development, survey administration, data validation and analysis, reporting, and stakeholder briefings); program and project management; administrative support; and other advisory and assistance services.

CUSTOMER INFORMATION

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

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated 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): Worldwide
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: Discounts already applied to price list rates.
7. Quantity discounts:
 - 1.5% for orders over \$150,000.00;
 - 2.5% for orders between \$250,000.00 and \$500,000.00; and
 - 4% for orders over \$500,000.00
8. Prompt payment terms: Net 30 days
- 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: Yes, will accept over \$3,000.
10. Foreign items (list items by country of origin): None.
- 11a. Time of Delivery (Contractor insert number of days): Specified within 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): 10432 Balls Ford Road, Suite 300, Manassas, VA 20109
- 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).
14. Payment address(es): 11659 Chanceford Drive, Woodbridge, VA 22192
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
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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. – N/A
25. Data Universal Numbering System (DUNS) number: 003920922
26. Notification regarding registration in Central Contractor Registration (CCR) database: Contractor is registered; registration details available at www.sam.gov

PRICE LIST AND TERMS

Our pricing supports the deployment of seasoned subject matter experts who also serve as functional managers for program, project, and office administrative requirements. Therefore, the price list below consists of four broad labor categories that can be tailored to our customers' needs depending upon project scope and requirements as well as budgeting and scheduling constraints. Although we generally prefer to undertake projects that have a minimum duration of three months, we will work with customers to meet their needs within budgeting and scheduling constraints. Notably, *the rates shown below include the Industrial Funding Fee (IFF) of 0.75%.*; also, any Economic Price Adjustment for this contract is handled in accordance with Clause I-FSS-969(b)(1).

Labor Categories*	General Description	Labor Rates*				
		2017-18	2018-19	2019-20	2020-21	2021-22
Program Manager	<p>Description. Oversees several projects related to customer(s) or company operations; remains abreast of project activities through periodic inspections, meetings, and reporting functions. Applies project management experience and technical experience to provide project guidance across several projects to ensure project success in terms of key project metrics (i.e., quality of deliverables, schedule maintenance, and cost/budget management).</p> <p>Qualifications. Bachelors degree and twelve (12) years of experience are required. A Masters degree may be substituted for 2 years of experience; a professional degree (e.g., J.D., M.D.) may be substituted for 3 years of experience. Technical and management certifications (e.g., PMP, ITIL, Lean Six Sigma Black Belt) are preferred.</p>	\$150.51	\$153.52	\$156.59	\$159.72	\$162.92
Project Manager/ Sr. Analyst	<p>Description. Leads and directs project team and activities, managing the project schedule, costs, and quality of deliverables/performance. Provides technical support/subject matter expertise for project, drawing upon technical experience and education in the area under review. Serves as the primary customer interface, providing scheduled briefings to customer about project activities.</p> <p>Qualifications. Bachelors degree and eight (8) years of experience are required; five years of experience may be</p>	\$132.92	\$135.58	\$138.29	\$141.06	\$143.88

Labor Categories*	General Description	Labor Rates*				
		2017-18	2018-19	2019-20	2020-21	2021-22
	substituted for a Bachelors degree. Technical and management certifications (e.g., PMP, ITIL, Lean Six Sigma Black Belt) are preferred.					
Analyst	<p>Description. Leads and directs project team and activities, managing the project schedule, costs, and quality of deliverables/performance. Provides technical support/subject matter expertise for project, drawing upon technical experience and education in the area under review. Serves as the primary customer interface, providing scheduled briefings to customer about project activities.</p> <p>Qualifications. Bachelors degree and eight (8) years of experience are required; five years of experience may be substituted for a Bachelors degree. Technical and management certifications (e.g., PMP, ITIL, Lean Six Sigma Black Belt) are preferred.</p>	\$95.53	\$97.44	\$99.39	\$101.38	\$103.40
Junior Analyst	<p>Description. Works with minimal guidance/oversight and within collaborative teams to complete assigned tasks. Draws upon broad academic theory and some experience to provide accurate analysis of issues and activities.</p> <p>Qualifications. Bachelors degree and one (1) year of work experience required. Five years of applicable experience may be substituted for a Bachelors degree.</p>	\$78.26	\$79.83	\$81.42	\$83.05	\$84.71

*** Application of the Service Contract Act (SCA):** SCA is applicable to this contract, and it applies to the entire 00CORP (The Professional Services Schedule) and all services provided. While no specific labor category has 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 applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract."