



**Fred Collins**  
President / CEO



**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>.

**Multiple Award Schedule (MAS)**  
**Professional Services**  
**Business Administrative Services**  
**PSC R408**  
**Information Technology Services**

Small Business  
Service-Disabled Veteran Owned Small business  
SBA Certified Small Disadvantaged business  
SBA Certified 8(a) Firm

**Contract Number:** 47QRAA18D00DE

**Contract Period:** 08/02/2018 through 08/01/2023

FOXX PROFESSIONALS, LLC  
13109 Water Fowl Way  
Upper Marlboro, MD 20774 7005  
Contract Administration:  
Fred Collins  
GSAInfo@FoxxPro.com  
Tel: 301-213-1470  
Fax: 301-218-1696  
[www.foxxprollc.com](http://www.foxxprollc.com)

*Pricelist current through: Modification PS-0005, effective August 18, 2020*

**Table of Contents**

CUSTOMER INFORMATION.....3  
FOXX PROFESSIONALS GSA MAS AUTHORIZED LABOR CATEGORY PRICING.....5  
FOXX PROFESSIONALS LABOR CATEGORY DESCRIPTIONS.....6

## **CUSTOMER INFORMATION:**

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

541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services – Page 5

54151S Information Technology Professional Services – D399 – Page 5

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. See Pricing Page 5.**

**1c. Labor Category Descriptions: See pages 6-11.**

**2. Maximum Order:**

541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services – \$1,000,000

54151S Information Technology Professional Services – D399 – \$500,000

OLM Order Level Materials - \$250,000

**3. Minimum Order: \$100.00**

**4. Geographic Coverage (delivery Area): Domestic**

**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).**

**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.**

**9a. Government purchase cards are accepted up to the micro-purchase threshold.**

**9b. Government purchase cards are accepted above the micro-purchase threshold.**

**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 affect a faster delivery: Contact Contractor

**12. F.O. B Points(s):** Destination

**13a. Ordering Address(es):**

**ATTN: GSA Orders**  
FOXX PROFESSIONALS, LLC  
13109 Water Fowl Way  
Upper Marlboro, MD 20774 7005  
GSAInfo@FoxxPro.com  
Tel: 301-213-1470  
Fax: 301-218-1696  
[www.foxxprollc.com](http://www.foxxprollc.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(es):**

**ATTN: Accounts Receivable**  
FOXX PROFESSIONALS, LLC  
13109 Water Fowl Way  
Upper Marlboro, MD 20774 7005  
GSAInfo@FoxxPro.com  
Tel: 301-213-1470  
Fax: 301-218-1696  
[www.foxxprollc.com](http://www.foxxprollc.com)

**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. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services: N/A

The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Numbering System (DUNS) number: 789241697
26. The Foxx Professionals registration is current in System for Award Management (SAM) database.

#	SIN	Awarded Labor Category	GSA Price 8/2/20-8/1-21	GSA Price 8/2/21-8/1/22	GSA Price 8/2/22-8/1/23
1	541611	Acquisition Analyst	\$115.57	\$118.46	\$121.42
2	541611	Acquisition Consultant	\$136.58	\$140.00	\$143.50
3	541611	Acquisition SME	\$157.59	\$161.53	\$165.57
4	541611	Admin Support I*	\$52.53	\$53.84	\$55.19
5	541611	Admin Support II*	\$63.04	\$64.61	\$66.23
6	541611	Admin Support III*	\$73.54	\$75.38	\$77.27
7	541611	Analyst I	\$73.81	\$75.65	\$77.54
8	541611	Analyst II	\$94.82	\$97.19	\$99.62
9	541611	Analyst III	\$115.83	\$118.73	\$121.70
10	541611	Project Manager	\$126.08	\$129.23	\$132.46
11	541611	Program Manager I	\$157.59	\$161.53	\$165.57
12	541611	Program Manager II	\$183.86	\$188.46	\$193.17
13	54151S	Help Desk Specialist I – Peak	\$63.00	\$64.58	\$66.19
14	54151S	Help Desk Specialist I – Off Peak	\$69.30	\$71.03	\$72.81
15	54151S	Help Desk System Support Specialist I Peak	\$73.00	\$74.83	\$76.70
16	54151S	Help Desk System Support Specialist I Off Peak	\$80.00	\$82.00	\$84.05
17	54151S	Help Desk System Support Specialist II Peak	\$95.00	\$97.38	\$99.81
18	54151S	Help Desk System Support Specialist II Off Peak	\$104.50	\$107.11	\$109.79



## **Labor Category Descriptions for SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**

### 1. Acquisition Analyst

Provides acquisition life-cycle support to program teams or acquisition staff. Provides general support in the development and preparation of acquisition milestone documentation, acquisition planning, independent government cost estimates, development of requirements document (performance work statements, statements of work, and statement of objectives), quality assurance surveillance plans, performance measurement, market analyses, needs assessments, configuration management support, development of procedural/technical manuals, vendor management, and solicitation development

BA/BS or HS/GED with an additional 4 years of experience is required

4 years or more experience within a systems acquisition environment supporting the full range of acquisition activities.

### 2. Acquisition Consultant

Applies comprehensive knowledge of the Federal Acquisition Regulation and Departmental guidance to advise on strategies for improving acquisition support/quality management within the organization. Provide expert advice to senior acquisition leadership on strategies for achieving transformation level objectives within the organization; regularly devises innovative approaches for implementing new acquisition policy initiatives; designs and deploys leading edge measurement approaches for evaluating effectiveness of new policies and procedures. Uses quantitative analytical techniques to assess system acquisition process issues; develops risk reduction and risk mitigation approaches for enabling achievement of acquisition and program planning, control, and execution; assists Government procurement agencies in designing new and innovative acquisition vehicles across the entire spectrum of contract types, solicitation types, and functional requirements approaches; assists in formulating source selection plans including evaluation factors and sub-factors; leads source selection teams to thoughtful outcomes; defines and designs criteria for determining benefit; designs and establishes processes for managing source selection activities, and post-award transition planning. **The Acquisition Consultant is capable of performing the duties of an Acquisition Analyst.**

BA/BS or HS/GED with an additional 4 years of experience is required

8 years or more experience within a systems acquisition environment supporting the full range of acquisition activities.

### 3. Acquisition SME

Applies comprehensive knowledge of the Federal Acquisition Regulation and Departmental guidance to advise on strategies for improving acquisition support/quality management within the organization. Provide expert advice to senior acquisition leadership on strategies for achieving transformation level objectives within the organization; regularly devises innovative approaches for implementing new acquisition policy initiatives; designs and deploys leading edge measurement approaches for evaluating effectiveness of new policies and procedures. Uses quantitative analytical techniques to assess system acquisition process issues; develops risk reduction and risk mitigation approaches for enabling achievement of acquisition and program planning, control, and execution; assists Government procurement agencies in designing new and innovative acquisition vehicles across the entire spectrum of contract types, solicitation types, and functional requirements approaches; assists in formulating source selection

plans including evaluation factors and sub-factors; leads source selection teams to thoughtful outcomes; defines and designs criteria for determining benefit; designs and establishes processes for managing source selection activities, and post-award transition planning. **The Acquisition SME is capable of performing the duties of an Acquisition Analyst.**

BA/BS or HS/GED with an additional 4 years of experience is required

12 years or more experience within a systems acquisition environment supporting the full range of acquisition activities.

#### 4. Administrative Support I

Performs administrative duties necessary to meet customer clerical and administrative needs. Assigned a wide variety of additional duties, based on vast knowledge of organization operations, such as preparing management status reports, producing presentations, data entry, documenting meeting minutes, proofreading, filing, preparing executive-level communications, and other administrative tasks. Employs basic knowledge of client policies and procedures.

HS

0

#### 5. Administrative Support II

Performs moderate administrative duties necessary to meet or exceed customer clerical and administrative needs. Assigned a wide variety of additional duties, based on vast knowledge of organization operations, such as preparing management status reports, producing presentations, data entry, documenting meeting minutes, proofreading, filing, preparing executive-level communications, and other administrative tasks. Employs basic knowledge of client policies and procedures.

HS

4 years' experience performing commensurate functions

#### 6. Administrative Support III

Performs complex administrative duties necessary to meet or exceed customer clerical and administrative needs. Assigned a wide variety of additional duties, based on vast knowledge of organization operations, such as preparing management status reports, producing presentations, data entry, documenting meeting minutes, proofreading, filing, preparing executive-level communications, and other administrative tasks. Employs basic knowledge of client policies and procedures.

HS

8 years' experience performing commensurate functions

#### 7. Analyst I

Works under general supervision to support analyst functions including data collection, interviewing, and data modeling. Possesses knowledge of applying analytic methodologies and principles to address client's needs. Conducts activities in support of project team's objectives. Gathers, analyzes, and produces content and data required for preparation of training materials and communication deliverables. May support program or project team requirement for financial tools, analysis, budgeting, acquisition, statistical process control, risk modeling and analysis, process modeling in simulation, strategic and business planning. Uses analytic techniques to help assess the impact of industry trends, policy or standard methodologies. Translates information into clear, legible documents to be used by client personnel at multiple levels. Prepares, disseminates and provides for the orderly safeguard of

documentation. Demonstrates effective interpersonal and communication skills. Supervised by and works closely with senior Analysts and other project team leads.

BA/BS or HS/GED with an additional 4 years of experience is required

2 years of relevant analyst experience

#### 8. Analyst II

Possesses demonstrated knowledge and experience in the application of analytic methodologies and principles to address client needs, evaluate project objectives and contribute to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, research and other analyst duties as assigned including support for surveying efforts. Additional duties may include leveraging knowledge of financial tools, analysis, budgeting, acquisition, cost control, statistical process control, risk modeling and analysis, process modeling in simulation, strategic and business planning and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Demonstrates strong interpersonal and communications skills. Works closely with senior program and other project team members. May direct the activities of junior staff.

BA/BS or HS/GED with an additional 4 years of experience is required

4 years of relevant analyst experience

#### 9. Analyst III

Demonstrates expertise developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and methodologies and principles. Resolves complex problems requiring an in-depth knowledge of strategic direction. Responsible for providing leadership, vision and insight to client and project teams centered on a broad range of knowledge areas including risk, budget, acquisition, financial analysis, and methodology. Resolves complex problems and supports recommended solutions requiring an in-depth knowledge of analytic methodologies and principles. May provide financial support for preparation of briefing materials and reviews, financial reports and other reports and recommendations supporting project financial health and risk management. Able to demonstrate managerial and supervisory skills necessary to direct the activities of junior Analysts or other staff on activities related to the application of analytical techniques and methodologies.

BA/BS or HS/GED with an additional 4 years of experience is required

8 years of relevant analyst experience

#### 10. Project Manager

Responsible for the daily management and administration of small-scale project tasks. Develops detailed work plans and schedules. Assigns staff responsibilities and supervises all staff efforts. Maintains control over available resources as necessary to complete tasks in accordance with schedule milestones and budgetary constraints. Performs quality review of all work products. Interacts continually with customer representatives to present interim results, discuss concerns, and ensure total product/service satisfaction. The program manager maintains and manages the client interface at the senior levels of the client organization. Ensures program management methods are consistent with the principles and practices of the Program Management Body of Knowledge (PMBOK) Guide. PMP certification is desirable but not required for this position.

BA/BS or HS/GED with an additional 4 years of experience is required

4 years of relevant management experience

#### 11. Program Manager I

Provides management for multiple projects/tasks, subcontracts, ongoing operational efforts and groups of personnel, or complex medium - scale project tasks. Reviews project proposal or plan to determine time frame, funding



limitations/requirements, resource requirements, and allocates resources for project phases. Develops detailed work plans and schedules. Assigns staff responsibilities and supervises all staff efforts. Maintains control over available resources as necessary to complete tasks in accordance with schedule milestones and budgetary constraints. Performs quality review of all work products. Interacts continually with customer representatives to present interim results, discuss concerns, and ensure total product/service satisfaction. The program manager maintains and manages the client interface at the senior levels of the client organization. Ensures program management methods are consistent with the principles and practices of the Program Management Body of Knowledge (PMBOK) Guide. PMP certification is desirable but not required for this position.

BA/BS or HS/GED with an additional 4 years of experience is required

6 years of relevant management experience

#### 12. Program Manager II

Provides management for multiple projects/tasks, subcontracts, ongoing operational efforts and groups of personnel, or complex large – scale project tasks. Reviews project proposal or plan to determine time frame, funding limitations/requirements, resource requirements, and allocates resources for project phases. Develops detailed work plans and schedules. Assigns staff responsibilities and supervises all staff efforts. Maintains control over available resources as necessary to complete tasks in accordance with schedule milestones and budgetary constraints. Performs quality review of all work products. Interacts continually with customer representatives to present interim results, discuss concerns, and ensure total product/service satisfaction. The program manager maintains and manages the client interface at the senior levels of the client organization. Ensures program management methods are consistent with the principles and practices of the Program Management Body of Knowledge (PMBOK) Guide. PMP certification is desirable but not required for this position.

BA/BS or HS/GED with an additional 4 years of experience is required

8 years of relevant management experience

## **Labor Category Descriptions for SIN 54151S Information Technology Professional Services**

#### 1. Help Desk Specialist I – Peak

Provides Tier-1 level Help Desk during Peak hours (6am to 6pm Sun-Sat). This includes support troubleshooting and resolving end user inquiries, problems, computer communication systems, printer configurations, internet, and network/intra-network problems. Troubleshoots system failure situations, uses diagnostic tools to isolate cause of problems between hardware, system software, and application programs; performs integrity tests and provides solutions using information technology best practice methodologies to restore operations. Answers phones at the IT Help Desk while providing front line phone support for computer software and hardware end users. Triage and enter all problems (whether resolved by the contractor or dispatched to another support specialist) into the ticketing tracking system. Problems that cannot be resolved are dispatched to the appropriate personnel according to standard procedures. Aids in the relocation of all types of end user computer equipment as directed. Performs other duties as assigned.

AA/AS in computer science or other relevant discipline; If no AA/AS then 1 additional year of experience.

Minimum of 2 years field experience or in a related area

#### 2. Help Desk Specialist I – Off Peak

Provides Tier-1 level Help Desk during Off Peak hours (6pm-6am Sun-Sat). Support includes troubleshooting and resolving end user inquiries, problems, computer communication systems, printer configurations, internet, and network/intra-network problems. Troubleshoots system failure situations, uses diagnostic tools to isolate cause of

problems between hardware, system software, and application programs; performs integrity tests and provides solutions using information technology best practice methodologies to restore operations. Answers phones at the IT Help Desk while providing front line phone support for computer software and hardware end users. Triage and enter all problems (whether resolved by the contractor or dispatched to another support specialist) into the ticketing tracking system. Problems that cannot be resolved are dispatched to the appropriate personnel according to standard procedures. Aids in the relocation of all types of end user computer equipment as directed. Performs other duties as assigned.

AA/AS in computer science or other relevant discipline; If no AA/AS then 1 additional year of experience.

Minimum of 2 years field experience or in a related area

### 3. Help Desk System Support Specialist I Peak

Provides Tier-1 level Help Desk System Support during Peak Hours (6am to 6pm Sun-Sat). Includes resolution of end user inquiries, problems, computer communication systems, printer configurations, internet, and network/intra-network problems. Troubleshoots system failure situations, uses diagnostic tools to isolate cause of problems between hardware, system software, and application programs; performs integrity tests and provides solutions using information technology best practice methodologies to restore operations. May provide senior-level support to the IT Help Desk while providing front line phone support for computer software and hardware end users. Maintains incident tracking system records in a timely and efficient manner. Plan and monitor the optimizing of system operation and resource utilization and perform systems capacity analysis and planning. Provide preliminary end user training on use of agency computer systems. May provide guidance/training for less-experienced personnel. Familiar with a variety of the field's concepts, practices, and procedures. Evaluates and recommends available system management products to support validated user requirements. Aids in the relocation of all types of end user computer equipment as directed. Performs other duties as assigned.

BA/BS in computer science or other relevant discipline; If no BA/BS then 2 additional years of experience.

Minimum of 4 years field experience or in a related area

### 4. Help Desk System Support Specialist I Off Peak

Provides Tier-1 level Help Desk System Support during Off Peak Hour (6pm-6am Sun-Sat). Includes resolution of end user inquiries, problems, computer communication systems, printer configurations, internet, and network/intra-network problems. Troubleshoots system failure situations, uses diagnostic tools to isolate cause of problems between hardware, system software, and application programs; performs integrity tests and provides solutions using information technology best practice methodologies to restore operations. May provide senior-level support to the IT Help Desk while providing front line phone support for computer software and hardware end users. Maintains incident tracking system records in a timely and efficient manner. Plan and monitor the optimizing of system operation and resource utilization and perform systems capacity analysis and planning. Provide preliminary end user training on use of agency computer systems. May provide guidance/training for less-experienced personnel. Familiar with a variety of the field's concepts, practices, and procedures. Evaluates and recommends available system management products to support validated user requirements. Aids in the relocation of all types of end user computer equipment as directed. Performs other duties as assigned.

BA/BS in computer science or other relevant discipline; If no BA/BS then 2 additional years of experience.

Minimum of 4 years field experience or in a related area

### 5. Help Desk System Support Specialist II Peak

Provides Tier-2 level Help Desk System Support during Peak Hour (6am to 6pm Sun-Sat). Includes resolution of end user inquiries, problems, computer communication systems, printer configurations, internet, and network/intra-network problems. Troubleshoots system failure situations, uses diagnostic tools to isolate cause of problems between hardware, system software, and application programs; performs integrity tests and provides solutions using information technology best practice methodologies to restore operations. May provide senior-level support to the IT

Help Desk while providing front line phone support for computer software and hardware end users. Maintains incident tracking system records in a timely and efficient manner. Plan and monitor the optimizing of system operation and resource utilization and perform systems capacity analysis and planning. Provide preliminary end user training on use of agency computer systems. May provide guidance/training for less-experienced personnel. Familiar with a variety of the field's concepts, practices, and procedures. Evaluates and recommends available system management products to support validated user requirements. Aids in the relocation of all types of end user computer equipment as directed. Performs other duties as assigned.

BA/BS in computer science or other relevant discipline; If no BA/BS then 4 additional years of experience.

Minimum of 6 years field experience or in a related area

6. Help Desk System Support Specialist II Off Peak

Provides Tier-2 level Help Desk System Support II during Off Peak Hours (6pm-6am Sun-Sat). Includes resolution of end user inquiries, problems, computer communication systems, printer configurations, internet, and network/intra-network problems. Troubleshoots system failure situations, uses diagnostic tools to isolate cause of problems between hardware, system software, and application programs; performs integrity tests and provides solutions using information technology best practice methodologies to restore operations. May provide senior-level support to the IT Help Desk while providing front line phone support for computer software and hardware end users. Maintains incident tracking system records in a timely and efficient manner. Plan and monitor the optimizing of system operation and resource utilization and perform systems capacity analysis and planning. Provide preliminary end user training on use of agency computer systems. May provide guidance/training for less-experienced personnel. Familiar with a variety of the field's concepts, practices, and procedures. Evaluates and recommends available system management products to support validated user requirements. Aids in the relocation of all types of end user computer equipment as directed. Performs other duties as assigned.

BA/BS in computer science or other relevant discipline; If no BA/BS then 4 additional years of experience.

Minimum of 6 years field experience or in a related area

Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix

SCLS/SCA Eligible Labor Category	SCLS/SCA Equivalent Code Title	Wage Determination No
Admin Support I	01311 - Secretary I	2015-4282, Rev 12 12-26-18
Admin Support II	01312 - Secretary II	2015-4282, Rev 12 12-26-18
Admin Support III	01313 - Secretary III	2015-4282, Rev 12 12-26-18

*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).*