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.

Schedule for - Professional Services Schedule (PSS)
Federal Supply Group: PSS  Class: 
Contract Number: 47QRAA19D00A2

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
Contract Period: July 9, 2019 through July 8, 2024

<table>
<thead>
<tr>
<th>Contractor</th>
<th>TWOTECH INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11521 Lake Potomac Dr</td>
</tr>
<tr>
<td></td>
<td>Potomac, MD 20854</td>
</tr>
<tr>
<td>Business Size:</td>
<td>Small, Disadvantaged, 8(a), Economically Disadvantaged Woman Owned Business</td>
</tr>
<tr>
<td>Telephone</td>
<td>703-625-7887</td>
</tr>
<tr>
<td>Fax</td>
<td>240-720-7782</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.two-techs.com">www.two-techs.com</a></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:tengw@two-techs.com">tengw@two-techs.com</a></td>
</tr>
<tr>
<td>Contractor POC</td>
<td>Ms. Wendy Teng</td>
</tr>
</tbody>
</table>
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1</td>
<td>874-1RC</td>
<td>Integrated Consulting Services</td>
</tr>
</tbody>
</table>

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).

7. Quantity discounts: 1.00% >$1,000,000

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

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).

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

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/

25. Data Universal Numbering System (DUNS) number: 023612008

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

27. Final Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.
<table>
<thead>
<tr>
<th>SIN Proposed</th>
<th>Service Proposed</th>
<th>Price Offered to GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1</td>
<td>Administrative Specialist I</td>
<td>$63.24</td>
</tr>
<tr>
<td>874-1</td>
<td>Technical Assistant I</td>
<td>$71.97</td>
</tr>
<tr>
<td>874-1</td>
<td>Graphic Artist</td>
<td>$76.50</td>
</tr>
<tr>
<td>874-1</td>
<td>Communications Coordinator</td>
<td>$88.53</td>
</tr>
<tr>
<td>874-1</td>
<td>Analyst I</td>
<td>$71.79</td>
</tr>
<tr>
<td>874-1</td>
<td>Analyst II</td>
<td>$88.06</td>
</tr>
<tr>
<td>874-1</td>
<td>Analyst III</td>
<td>$102.42</td>
</tr>
<tr>
<td>874-1</td>
<td>Technical Writer IV</td>
<td>$113.82</td>
</tr>
<tr>
<td>874-1</td>
<td>Subject Matter Expert I</td>
<td>$119.30</td>
</tr>
<tr>
<td>874-1</td>
<td>Subject Matter Expert II</td>
<td>$141.76</td>
</tr>
<tr>
<td>874-1</td>
<td>Senior Program Manager</td>
<td>$151.77</td>
</tr>
<tr>
<td>874-1</td>
<td>Sr. Portfolio Manager &amp; Strategy Planner</td>
<td>$221.34</td>
</tr>
<tr>
<td>874-1</td>
<td>Sr. Transformation SME</td>
<td>$227.66</td>
</tr>
</tbody>
</table>
Administrative Specialist I
Functional Responsibilities: Manages the office, supervise staff and handle duties for upper management. This individual is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized. Assuring a steady completion of workload in a timely manner is key to success in this position. Requires AA degree (or equivalent) with 2+ years experience in the field or in a related area.

Technical Assistant I
Functional Responsibilities: Performs technical and administrative tasks in support of management and technical personnel. Duties may include but are not limited to program/project administration, contract management, procurement, resource allocation, accounting, documentation planning, preparation and editing, data entry/processing, general office and clerical support. Position may require close liaison with manager and/or supervisor and frequent interfacing with customers at all levels. Requires AA degree (or equivalent) with 2+ years experience in the field or in a related area.

Graphic Artist
Functional Responsibilities: Provides page design, layout, illustration, and presentation support. Has experience with industry standard layout, drawing, painting and presentation software packages. Also familiar with traditional graphic arts and commercial printing techniques and service providers. Interviews, gathering data, and developing recommendations in support of project objectives. Requires Bachelors degree and 4+ years experience.

Communications Coordinator
Functional Responsibilities: Supports the planning, development, and coordination of internal and external communications projects, programs, events, and other types of outreach. Assists in establishing and overseeing the implementation of communications and dissemination projects, using various media such as print, electronic, video, and web-based products. Internally coordinates and helps write responses to public inquiries, and promotes and publicizes events, public meetings, and other programs and activities. Writes columns, articles, and information pieces for various types of media, including newsletters, journals, magazines, intranets, and the internet. May produce electronic newsletters and/or other web-based and email outreach tools. Composes and/or edits report summaries, flyers, fact sheets, postcards, flash drives, and other special dissemination products. Provides advice and technical assistance in the production of popular or specialized audience versions of products. Assists in the preparation, management, and updating of external communications plans. Requires BS/BA in appropriate field and 4+ years experience.

ANALYST I
Functional Responsibilities: Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Requires BS/BA in appropriate field (or equivalent) and 2+ years experience.

ANALYST II
Functional Responsibilities: Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with relational database concepts, and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Requires BS/BA in appropriate field (or equivalent) and 4+ years experience.
ANALYST III
Functional Responsibilities: Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Conducts activities in support of project team’s objectives. Can perform all tasks without supervision. Supervises junior personnel. Requires BS/BA in appropriate field (or equivalent) and 6+ years experience.

Technical Writer IV
Functional Responsibilities: Researches subject matter, writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with standard concepts, practices, and procedures within a particular field. A high degree of creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. Performs a variety of tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. Requires BS/BA degree (or equivalent) in a related area as well as 8+ years of experience in the field or in a related area.

Subject Matter Expert I:
Functional Responsibilities: Provides an intermediate level of domain expertise (knowledge, skill, and ability) in a subject area (domain/discipline, technology or methodology) necessary for effective implementation of the project. Works at the direction of the Program Manager or a Task Order Manager in support of government strategy, engineering or business services, implementation processes, acquisition planning, logistics, and administration. Works independently on complex assignments involving origination, application, and/or analysis of new or innovative techniques and approaches. Provides technical leadership and consultation to professional co-workers. Requires a BS/BA degree in appropriate field and 8+ years of experience.

Subject Matter Expert II:
Functional Responsibilities: Performs tasks with high degree of complexity with minimum supervision. Thoroughly knowledgeable about specific tasks, processes, or functions, and performs to the organization’s “best practice” standard. Skilled in developing scenarios for analyzing requirements and solutions. Experienced in utilizing new methodologies for solving problems and ensuring that systems are in compliance with organizational requirements. Provides technical guidance to other project team members. Develops and recommends organizational process changes to include new solutions and new technology. Excellent communication and problem-solving skills. Results of work are technically authoritative. Specific responsibilities will vary according to client needs. Requires MS degree in appropriate field and 10+ years experience preferably with 8 years as a lead of a design and development team in a Government or commercial contracting environment. Requires proven ability to work independently on complex problems involving all phases of analysis.

Senior Program Manager:
Functional Responsibilities: Manages contract support operations for complex, mission-critical, and strategic programs which may involve multiple projects and groups of personnel at multiple locations. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Oversees program budget, schedules and all aspect of financial management of the program. Effectively manages funds, personnel, production standards, and resources (equipment and facilities) and ensures quality and timely delivery of all contractual items. Serves as focal point of contract with client regarding all program activities. In general, work complexity and responsibility will be greater at higher levels. Requires MS degree and Minimum 10 years experience.
**Portfolio Manager and Strategic Planner**

Functional Responsibilities: Will serve as one of the top experts in the industry to provide technical knowledge and analysis of highly and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that require graduate level knowledge of the subject matter for effective implementation. Apply principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced principles and methods, to exceptionally difficult and narrowly defined technical problem to arrive at solutions. Roles and Responsibilities include: Portfolio and Solutions Management ; Develop strong relationships with the technology and services suppliers necessary to create and deliver solutions and services; Lead development of sales collateral for portfolio solutions and services including presentations, demonstrations, and re-usable proposal material; Coordinate support to vertical segments during opportunity qualification, pre-RFP material preparation, and proposal development including technical volume leadership, management of technical risk, pricing and solution strategies; Provide leadership and creativity in the implementation of client engagements when new offerings are launched and when major innovations are introduced into existing accounts; Manage the delivery and implementation of a new solutions and services where assigned; Direct the concurrent activities of multiple engagement teams. Requires MS in appropriate field and minimum 15 years experience.

**Senior Transformation SME**

Functional Responsibilities: Performing a challenging and diverse role, responsible for overseeing all areas of a business, implementing any operational changes and delivering measurable improvements. Review new and existing processes, resources and systems, making and overseeing any changes to the company infrastructure where necessary and playing a vital role in the decision-making process regarding technology and recruitment; Bridge any gap between the departments and maintain strong communications across all aspects of the customer organization; Construct and implement actionable and targeted change management plans; Develop change management strategies; Ensure that change management initiatives and activities are in alignment with overall program plans, objectives, and timelines; Develop reusable consulting assets to help improve quality of and accelerate time-to-delivery for client engagements. Requires MS in appropriate field and minimum 15 years experience.

---

**Service Contract Act (SCA) Matrix**

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>01011 Accounting Clerk 1</td>
<td>052059</td>
</tr>
</tbody>
</table>

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).