



**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 are available through GSA *Advantage!*®, a menu-driven system. The INTERNET address GSA *Advantage!*® is: GSAAdvantage.gov.

**Professional Service Schedule**

**Special Item Numbers**

874-1 (874-1RC) Integrated Consulting Services

874-4 (874-4RC) Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

874-7 (874-7RC) Integrated Business Program Support Services

**Contract Number: GS-10F-0461N**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period: June 20, 2003 – June 19, 2023**

**Flatter, Inc.**

**10707 Spotsylvania Ave, Suite 102**

**Fredericksburg, VA 22408**

**POC: Oliver Chiang, [oliver.chiang@flatterinc.com](mailto:oliver.chiang@flatterinc.com), 540-658-1922 x0122**

**Website: [www.flatterinc.com](http://www.flatterinc.com)**

**Business Size: Small**

**Socioeconomic Status: Veteran Owned Small Business (VOSB), Service Disabled Veteran Owned Small Business (SDVOSB)**

**Pricelist is current through modification PS-0032/0037, dated June 20, 2018/June 06, 2018  
*Prices Shown Herein are NET (Discount Deducted)***

*Version: 06 September 2018*



## Customer Information

**1a. Awarded Special Item Number(s), cross-referenced to item descriptions and awarded price(s)**

SIN	Labor Category	Hourly Rate
874-1, 874-4, 874-7	Subject Matter Expert	\$245.56
874-1, 874-4, 874-7	Senior Manager	\$165.87
874-1, 874-4, 874-7	Program Manager	\$141.20
874-1, 874-4, 874-7	Project Manager	\$133.23
874-1, 874-4, 874-7	Management Consultant	\$121.08
874-1, 874-4, 874-7	Principal Consultant	\$113.36
874-1, 874-4, 874-7	Functional Analyst III	\$109.15
874-1, 874-4, 874-7	Senior Consultant	\$106.98
874-1, 874-4, 874-7	Facilitation Specialist	\$89.45
874-1, 874-4, 874-7	Functional Analyst II	\$95.05
874-1, 874-4, 874-7	Junior Consultant	\$88.70
874-1, 874-4, 874-7	Functional Analyst I	\$75.05
874-1, 874-4, 874-7	Security Specialist	\$70.01
874-1, 874-4, 874-7	Project Coordinator	\$62.50
874-1, 874-4, 874-7	Data Analyst	\$53.49
874-1, 874-4, 874-7	Administrative Assistant	\$49.89
874-1, 874-4, 874-7	Clerical Assistant	\$35.00
00CORP-500	Order-Level Materials	Priced at the Order Level



The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified 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).

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Administrative Assistant	01020 – Administrative Assistant	2015-4287
Clerical Assistant	01112 – General Clerk II	2015-4287

**1b. Identification of the lowest price model number and lowest unit price for that model for each special item number awarded in the contract.** Not Applicable.

**1c. Description of corresponding commercial job titles, experience, functional responsibility and education.**

### **Subject Matter Expert**

**Minimum/General Experience:** Must have a Master's Degree and a minimum of twelve (12) years of progressive experience. Relevant experience includes, but is not limited to, experience in supporting large projects related to the individual subject matter expertise. These senior professionals are experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). They all possess extensive experience as technical leaders and senior functional analysts.

**Functional Description:** Prepare and deliver presentations to colleagues, subordinates, and Government representatives. They assure the proper use of current or requested programming, testing and documentation techniques. Produce or review substantive or complex technical documentation reflecting detailed knowledge of technical areas as identifies in the statement of work. Documentation subjects include, but are not limited to, systems design, system architecture, feasibility studies, cost benefit analyses, and system specifications.

**Minimum Education:** Master's Degree in Business, Engineering, Management Sciences, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines. Eighteen (18) years of experience may be substituted if no degree. Secret Clearance is required, Top Secret Clearance desirable.



### **Senior Manager**

**Minimum/General Experience:** Bachelor's degree and minimum ten (10) years of progressive experience in managing complex projects, contracts, funds and resources.

**Functional Description:** Serves as the interface with Government's Contracting Officer's (COR), other Government management personnel, and customer agent representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors. Oversees overall contract performance and has the responsibility to organize resources to support and manage the execution of multiple projects.

**Minimum Education:** Bachelor's degree in Business or other related analytical, scientific, or technical disciplines. Fourteen (14) years of progressive professional experience may be substituted if the professional lacks a degree. Secret Clearance is required, Top Secret Clearance desirable.

### **Program Manager**

**Minimum/General Experience:** Must have a Bachelor's Degree and a minimum of ten (10) years of progressive experience. Relevant experience includes but is not limited to, experience in managing complex programs at executive management level.

**Functional Description:** Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.

**Minimum Education:** Bachelor's Degree in Business, Engineering, Management, Sciences, Information Systems, Social Science, Education, Human Resource Development, Psychology or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.



### **Project Manager**

**Minimum/General Experience:** Bachelor's degree and minimum of ten (10) years of progressive experience in managing, directing, and implementing projects. Relevant experience includes, but is not limited to, managing a diverse group of functional activities, subordinate groups of analytical, technical, and administrative personnel.

**Functional Description:** Serves as the leader of a delivery/task order and assists the Program Manager in working with the Government's COR, other Government management personnel, and customer agent representatives. Under the guidance of the Program or Senior Manager, the Project Manager is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. The Project Manager performs enterprise-wide horizontal integration planning and interfaces to other functions systems. Project Managers are senior personnel who not only have responsibility for managing projects, but also, for managing people.

**Minimum Education:** Bachelor's degree in Business or other related analytical, scientific, or technical disciplines is preferred. Fourteen (14) years of progressive professional experience may be substituted, if the professional lacks a degree. Secret Clearance is required, Top Secret Clearance desirable.

### **Management Consultant**

**Minimum/General Experience:** Must have a Bachelor's Degree and a minimum of eight (8) years of progressive experience. Relevant experience includes but is not limited to, experience in the development of solutions, recommendations or outcomes across multiple task and/or organizations.

**Functional Description:** Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.

**Minimum Education:** Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.



### **Principal Consultant**

**Minimum/General Experience:** Bachelor's degree and minimum of six (6) years of progressive professional experience. Relevant experience includes, but is not limited to, experience in performing analytical and assessment studies, training, methodology, development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

**Functional Description:** Supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. Performs enterprise strategic systems planning, enterprise information planning and business area analysis—and process and data modeling in support of the planning and analysis efforts, using both manual and automated tools. Also, develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems—and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Minimum Education:** Bachelor's degree in Business or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree. Secret Clearance is required, Top Secret Clearance desirable.

### **Functional Analyst III**

**Minimum/General Experience:** Must have a Bachelor's Degree and a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to, experience in providing solutions to an organization's challenges.

**Functional Description:** Possess demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline.

**Minimum Education:** Bachelor's Degree in Business or other related analytical, scientific,



or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.

### **Senior Consultant**

**Minimum/General Experience:** Bachelor's degree and up to six (6) years of progressive experience. Relevant experience includes, but is not limited to, experience in performing analytical and assessment studies, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, data modeling, or information system development methods and practices.

**Functional Description:** Supervises other consultant specialists—and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Minimum Education:** A High School diploma with eight (8) years of progressive professional experience may be substituted for a Bachelor's degree. Secret Clearance is required, Top Secret Clearance desirable.

### **Facilitation Specialist**

**Minimum/General Experience:** Must have a Bachelor's Degree and a minimum of five (5) years of progressive experience. Relevant experience includes but is not limited to, experience in providing knowledge in business process improvement projects, facilitating project teams, and developing team objectives.

**Functional Description:** Possesses extensive knowledge in business process improvement projects, facilitating project teams, and developing team objectives. Participates in the development of training material and executing executive training to executive leaders.

**Minimum Education:** Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.



## **Functional Analyst II**

**Minimum/General Experience:** Must have a Bachelor's Degree and a minimum of five (5) years of progressive experience. Relevant experience includes but is not limited to, experience in providing solutions to an organization's challenges.

**Functional Description:** Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. Works closely with senior Specialists or Task Leads.

**Minimum Education:** Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.

## **Junior Consultant**

**Minimum/General Experience:** Bachelor's degree and two (2) years of progressive experience. Relevant experience includes, but is not limited to, experience in performing analytical and assessment studies, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

**Functional Description:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects and performs enterprise strategic systems planning, enterprise information planning and business area analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. In addition, develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

**Minimum Education:** A High School diploma with six (6) years of progressive professional experience may be substituted for a Bachelor's degree. Secret Clearance is required, Top Secret Clearance desirable.





### **Functional Analyst I**

**Minimum/General Experience:** Must have a Bachelor's Degree and a minimum of two (2) years of progressive experience. Relevant experience includes but is not limited to, experience in providing knowledge and experience applying methodologies and principles to address client needs.

**Functional Description:** Possesses knowledge and experience applying analytical methodologies and principles to address client needs. Applies analytical techniques in evaluation of project objectives and contributes to the implementation of strategic direction. Performs 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.

**Minimum Education:** Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (6) years of progressive professional experience may be substituted if the professional lacks a degree.

### **Security Specialist**

**Minimum/General Experience:** Must have a High School Diploma and a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to, experience in providing security assessments and the development and implementation of facility security routines and plans.

**Functional Description:** Possesses knowledge and experience of providing security related support to various types of. Applies security techniques in evaluation of vulnerability assessments of various facilities. Performs analyst functions including data collection, and creation of performance measurements to support project objectives.

**Minimum Education:** Must have a High School Diploma.



### **Project Coordinator**

**Minimum/General Experience:** Must have a High School Diploma and a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to, experience in providing administration type support to the Project Manager senior staff.

**Functional Description:** Possesses knowledge and experience of providing documentation planning and support. Provides project administration, budget and executive secretarial support to a project. Spreadsheet development for project tracking purposes. Performs meeting, event and human resource planning.

**Minimum Education:** Must have a High School Diploma.

### **Data Analyst**

**Minimum/General Experience:** High School Diploma and minimum of four (4) years of experience in performing data analyses, documenting studies and results, and assisting with the development of graphic or artistic presentations for publications and documents. Have at least a minimum of one (1) year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word); graphics systems (e.g., PowerPoint, Harvard, Freelance); and desktop publishing systems.

**Functional Description:** Directly supports the Senior or Project Manager as well as subject matter experts and consultants with analytical support services and related study or scientific documentation. Conducts research as required to meet the requirements of the contract. In addition, assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Also, is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

**Minimum Education:** A High School diploma with four (4) years of progressive professional experience is required. Secret Clearance is required, Top Secret Clearance desirable.



### **Administrative Assistant**

**Minimum/General Experience:** Must have a High School Diploma and a minimum of three (3) years of progressive experience. Relevant experience includes but is not limited to, experience in providing administration type support to all personnel on a project.

**Functional Description:** Provides project administration, general office support and word processing. Event planning, administration, office relocation, order supplies and distributing internal external mail.

**Minimum Education:** Must have a High School Diploma.

### **Clerical Assistant**

**Minimum/General Experience:** Must have a High School Diploma and minimum of (1) year of progressive experience. Relevant experience includes but is not limited to, experience in providing clerical/secretarial support to all personnel on a project.

**Functional Description:** Provides general office support and word processing. Filing, faxing, data entry and receptionist type duties.

**Minimum Education:** Must have a High School Diploma.

2. **Maximum Order.** Maximum dollar amount per order is \$1,000,000.00.
3. **Minimum Order.** Minimum dollar amount per order is \$100.00.
4. **Geographic coverage (delivery area).** Domestic and Overseas.
5. **Point(s) of production.** Please refer to company address below.
6. **Discount from list prices or statement of net prices.** Prices shown herein are Net (discount deducted).
7. **Quantity Discounts.** There are no quantity discounts.
8. **Prompt Payment Terms.** Net 30 days.



**9a. Government Purchase Card at or below the Micro-Purchase Threshold.** The Government purchase card will be accepted for payment at or below the micro-purchase threshold.

**9b. Government Purchase Cards above the Micro-Purchase Threshold.** The Government purchase card will be accepted for payment above the micro-purchase threshold.

**10. Foreign Items (list items by country of origin).** Not Applicable.

**11a. Time of Delivery.** Time of delivery shall be as specified in the task order.

**11b. Expedited Delivery.** Please contact Contractor.

**11c. Overnight and 2-day Delivery.** Please contact Contractor.

**11d. Urgent Requirements.** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Please contact Contractor.

**12. F.O.B. Point(s).** Destination.

**13a. Ordering Address.** Ordering address is provided below:

Flatter, Inc.  
10707 Spotsylvania Ave, Suite 102  
Fredericksburg, VA 22408

Point of Contact:  
Oliver Chiang  
[Oliver.chiang@flatterinc.com](mailto:Oliver.chiang@flatterinc.com)  
540-658-1922 x0122

**13b. Ordering Procedures.** For services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3.

**14. Payment Address.** Payment address is below:



Flatter, Inc.  
10707 Spotsylvania Ave, Suite 102  
Fredericksburg, VA 22408

**15. Warranty Provision.** Not Applicable.

**16. Export Packing Charges.** Not Applicable.

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** Contract Contractor.

**18. Terms and conditions of rental, maintenance, and repair.** Not Applicable.

**19. Terms and conditions of installation.** Not Applicable.

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.** Not Applicable.

**20a. Terms and conditions for any other services.** Not Applicable.

**21. List of services and distribution points (if applicable).** Not Applicable.

**22. List of participating dealers.** Not Applicable.

**23. Preventative maintenance.** Not Applicable.

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.)** Not Applicable.

**24b. Section 508 Compliance Information.** Section 508 compliance Electronic and Information Technology (EIT) standards can be found at [www.Section508.gov/](http://www.Section508.gov/). Contact Contractor for details regarding 508 compliance information with regard to our services.

**25. Data Universal Number System (DUNS) number.** Contractor's DUNS Number is 034096466.

**26. Notification regarding registration in System for Award Management (SAM) data base.** Contractor is registered in the SAM database.