



SESOM CONSULTANTS LLC (SCON)

www.sesomcorp.com

8000 Towers Crescent Drive, Suite 1350

Vienna, Virginia 22182

DUNS #: 078541783

Contract #: 47QRAA18D003R

NAICS 541611

Professional Services

Business Administrative Services

*Management and Financial Consulting, Acquisition and Grants Management Support,
and Business Program and Project Management Services*

Business Size: 8a Certified Small Business

Contract Period: January 26, 2018 through January 25, 2023

Minimum Order Limit: \$ 100

Maximum Order Limit: \$ 1,000,000

POC: Joshua L Moses

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1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	SIN Description
541611	<p>Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.</p> <p>Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.</p> <p>Personal services as defined in FAR 37.104 are prohibited.</p>

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.

Prices shown in price list are valid for all geographic locations and represent the lowest price.

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.

Labor category descriptions and hourly rates are located in the PRICE LIST section (27).

2. Maximum order.

\$1,000,000.00

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). See Attachment.

7. Quantity discounts.

2% discount when the order or BPA exceeds the simplified acquisition threshold and 4% if the order or BPA exceeds \$500,000

8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

Will Accept.

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 lists that have expedited delivery.

Available.

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.

Available.

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.

Available.

12. F.O.B. point(s).

Destination

13a. Ordering address(es).

Same as company address

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), 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.

None.

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. Special attributes such as 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.

25. Data Universal Number System (DUNS) number.

078541783

26. Notification regarding registration in System for Award Management (SAM) database.

Registered.

PRICE LIST

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

27. Final Pricing:

SIN	Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Onsite (per hr)	Offsite (per hr)
541611	Program Manager I	Bachelors	2	\$88.47	\$88.47
541611	Sr. Contracts Consultant	Bachelors	6	\$74.95	\$74.95
541611	Contracts Consultant II	Bachelors	4	\$67.72	\$67.72
541611	Contracts Consultant I	Bachelors	2	\$56.22	\$56.22
541611	Consultant III	Bachelors	8	\$99.28	\$99.28
541611	Consultant II	Bachelors	6	\$96.33	\$96.33
541611	Consultant I	Bachelors	4	\$93.38	\$93.38
541611	Acquisition Specialist I	Associates	2	\$57.57	N/A
541611	Acquisition Specialist II	Bachelors	5	\$71.97	N/A
541611	Acquisition Specialist III	Bachelors	8	\$81.56	N/A
541611	Administrative Assistant I	High School	2	\$43.18	N/A
541611	Administrative Assistant II	High School	5	\$48.94	N/A
541611	Project Manager	Professional Certification	10	\$81.56	N/A

Labor Category Descriptions

Program Manager I

Responsibilities: Directs the planning and management of projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Ensures that goals and standards are successfully implemented and is responsible for the overall success of the project. Serves as liaison to government representatives. Bachelor's degree in business, accounting, economics or other related discipline plus 6 years of previous project management experience.

Specialized experience required includes: complete project management from inception to deployment, proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Education: BA/BS

Experience: At least 6 years' experience.

Certifications: None

Sr. Contracts Consultant

Responsibilities: Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirements from inception to closeout and develops solutions to agency's needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and administration of terms and conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required. Experience must be progressive government contracting experience.

Education: BA/BS

Experience: At least 6 years' experience.

Certifications: None

Contracts Consultant II

Responsibilities: Provides direction to agency directors and senior staff in contract administration and delivers executive level management and oversight to the

contracts and pricing staff as needed. Analyzes project requirement from inception to closeout and develops solutions to agency's needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and administration of terms and conditions. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. Experience must be progressive government contracting experience.

Education: BA/BS

Experience: At least 4 years' experience.

Certifications: None

Contracts Consultant I

Responsibilities: Provides support to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirement from inception to closeout and develops solutions to agency's needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and administration of terms and conditions. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. Experience must be progressive government contracting experience.

Education: BA/BS

Experience: At least 2 years' experience.

Certifications: None

Consultant III

Responsibilities: Provides analytical and technical skills to assist the implementation of operational support solutions. Consultants have a unique skillset and are in leadership roles. A Consultant excels in performing tasks such as developing

Standards of Procedure, documenting current business process flows for analysis, developing project management documentation and user training materials according to program specifications, conducting training sessions, producing communication plans and work breakdown structures, providing process technical support, conducting research and analysis, perform program management support tasks and operational support via the program's mission (Financial, Acquisition, Administrative, etc).

Education: BA/BS

Experience: At least 8 years' experience.

Certifications: PMP Certification preferred but not required

Consultant II

Responsibilities: Provides analytical and technical skills to assist the implementation of operational support solutions. Consultants have a unique skillset and are in leadership roles. A Consultant excels in performing tasks such as developing Standards of Procedure, documenting current business process flows for analysis, developing project management documentation and user training materials according to program specifications, conducting training sessions, producing communication plans and work breakdown structures, providing process technical support, conducting research and analysis, perform program management support tasks and operational support via the program's mission (Financial, Acquisition, Administrative, etc).

Education: BA/BS

Experience: At least 6 years' experience.

Certifications: PMP Certification preferred but not required

Consultant I

Responsibilities: Provides analytical and technical skills to assist the implementation of operational support solutions. Consultants have a unique skillset and are in leadership roles. A Consultant excels in performing tasks such as developing Standards of Procedure, documenting current business process flows for analysis, developing project management documentation and user training materials according to program specifications, conducting training sessions, producing

communication plans and work breakdown structures, providing process technical support, conducting research and analysis, perform program management support tasks and operational support via the program's mission (Financial, Acquisition, Administrative, etc).

Education: BA/BS

Experience: At least 4 years' experience.

Certifications: PMP Certification preferred but not required

Acquisition Specialist I

Responsibilities: Within broad objectives, performs in a professional position requiring a high level of specialized knowledge and experience related to supporting the development and implementation of a wide range of Federal contract types (FFP, T&M, CPFF, CPAF, performance-based contracts, termination (for convenience and for cause). Supports the contract administration process, applying expertise on the body of statutory and regulatory guidance impacting acquisitions. Conducts cost/price analysis, fee/profit fee analysis, and technical and contractual negotiations leading to award of contracts. Performs a full range of post-award functions, including processing delivery orders, options, change orders, and performing contract closeouts. Processes both show cause and cure notices when contractor failed to meet required contractual standards. Processes all supporting documentation for the award, including determination and findings, justification and approvals, administrative determinations, competitive range determination, and business clearance memorandum.

Education: Associates

Experience: At least 2 years' experience.

Certifications: None

Acquisition Specialist II

Responsibilities: Within broad objectives, performs in a recognized expert professional position requiring a high level of specialized knowledge and experience related to supporting the development and implementation of a wide range of Federal contract types (FFP, T&M, CPFF, CPAF, performance based contracts, termination (for convenience and for cause). Supports the contract administration

process, applying expertise on the body of statutory and regulatory guidance impacting acquisitions. Conducts cost/price analysis, fee/profit fee analysis, and technical and contractual negotiations leading to award of contracts. Performs a full range of post-award functions, including processing delivery orders, options, change orders, and performing contract closeouts. Processes both show cause and cure notices when contractor failed to meet required contractual standards. Processes all supporting documentation for the award, including determination and findings, justification and approvals, administrative determinations, competitive range determination, and business clearance memorandum.

Education: BA/BS

Experience: At least 5 years' experience.

Certifications: CFCM or DAWIA II

Acquisition Specialist III

Responsibilities: Within broad objectives, performs in a recognized expert professional position requiring a significantly high level of specialized knowledge and experience related to supporting the development and implementation of a wide range of Federal contract types (FFP, T&M, CPFF, CPAF, performance-based contracts, termination (for convenience and for cause). Supports the contract administration process, applying expertise on the body of statutory and regulatory guidance impacting acquisitions. Conducts cost/price analysis, fee/profit fee analysis, and technical and contractual negotiations leading to award of contracts. Performs a full range of post-award functions, including processing delivery orders, options, change orders, and performing contract closeouts. Processes both show cause and cure notices when contractor failed to meet required contractual standards. Processes all supporting documentation for the award, including determination and findings, justification and approvals, administrative determinations, competitive range determination, and business clearance memorandum.

Education: BA/BS

Experience: At least 8 years' experience.

Certifications: CFCM, DAWIA III

Administrative Assistant I

Responsibilities: Possesses basic knowledge in support of specific client needs. Assists in drafting, organizing and storing documentation associated with the project. Maintains records and helps to monitor program effectiveness and communicates with stakeholders within the client organization and outside of the client organization.

Education: High School

Experience: At least 2 years' experience.

Certifications: None

Administrative Assistant II

Responsibilities: Demonstrates required knowledge and expertise in support of specific client needs. Assists in drafting, organizing and storing documentation associated with the project. Maintains records and helps to monitor program effectiveness and communicates with stakeholders within the client organization and outside of the client organization.

Education: High School

Experience: At least 5 years' experience. **Certifications:** None

Project Manager

Responsibilities: Possesses demonstrable knowledge, 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 help assess the impact of industry trends, policy, or standard methodologies. Conduct activities in support of project team' s objectives. Management on or off site team to meet the client' s goals. Works closely with senior Management Consultants or Task Leads.

Education: BA/BS or Masters Preferred

Experience: At least 10 years' experience with BA/BS or 5 years' experience with a masters.

Certifications: PMP Preferred