



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS 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 database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.



FSC Group: Professional Services Contract # 47QRAA18D00D2

"For more information on ordering on ordering go to the following website: <https://www.gsa.gov/schedules>

CONTRACTOR: **TOPSARGE BUSINESS SOLUTIONS, LLC**
112 SW H K DODGEN LOOP
TEMPLE, TX 76504-7557

CONTACT:	Dan Elder, President
TELEPHONE	(254) 853-4410
EMAIL:	dan.elder@topsarge.com
WEBSITE:	https://www.topsarge.com
BUSINESS SIZE:	SDVOSB, SB
CONTRACT PERIOD:	July 25 2018 - Jul 24 2028



CUSTOMER INFORMATION

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

SIN/NAICS	SIN/NAICS Description
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Professional and Management Development Training
611512	Flight Training
OLM	Order Level Materials

1b. NA Services only

1c. See Page 11 for Labor Rates

LABOR CATEGORY DESCRIPTIONS

POSITION TITLE	JUNIOR ANALYST
MIN. YEARS OF EXPERIENCE	3 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Provides independent and objective analysis and consulting services including: organizational assessments; program audits and evaluations; performance measure/indicators; process and productivity improvement. Planning includes short-term and long-range goals. Assists in validation of existing strengths, and makes recommendations. Assists in the development and preparation of reports that present findings. Performs interview and analysis of past business improvement actions. Performs analysis of existing organizational effectiveness, general management, and identifies problems and potential enhancements to business organizations design and business improvement efforts. Addresses long range strategic planning to gain improvements in management, operation and other business areas. Assists groups in establishing clear goals to achieve new levels of problem solving, decision-making.
MIN. EDUCATION	Bachelors Degree In Related Industry



POSITION TITLE	SENIOR ANALYST
MIN. YEARS OF EXPERIENCE	7 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Provides independent and objective analysis and consulting services including: organizational assessments; program audits and evaluations; performance measure/indicators; process and productivity improvement. Planning includes short-term and long-range goals. Assists in validation of existing strengths, and makes recommendations. Assists in the development and preparation of reports that present findings. Performs interview and analysis of past business improvement actions. Performs analysis of existing organizational effectiveness, general management, and identifies problems and potential enhancements to business organizations design and business improvement efforts. Addresses long range strategic planning to gain improvements in management, operation and other business areas. Assists groups in establishing clear goals to achieve new levels of problem solving, decision-making. Supervises junior personnel.
MIN. EDUCATION	Bachelors Degree In Related Industry

POSITION TITLE	MANAGEMENT CONSULTANT
MIN. YEARS OF EXPERIENCE	5 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Manages the project work as defined by the client contract. Leads medium to large complex projects and major phases of very large projects. Manages the fact finding, analysis, and development of hypothesis/conclusions, production of final reports and delivery of presentations. Ensures that the project delivers to client expectations on time and on budget. Possesses expert knowledge in areas such as: business processes, executive coaching, leadership/profile assessments, consulting; and matrixes organization operations and business objectives in addition to in depth knowledge of market/industry and service line.
MIN. EDUCATION	Bachelors Degree In Related Industry



POSITION TITLE	SENIOR MANAGEMENT CONSULTANT
MIN. YEARS OF EXPERIENCE	9 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Manages the project work as defined by the client contract. Leads medium to large complex projects and major phases of very large projects. Manages the fact finding, analysis, and development of hypothesis/conclusions, production of final reports and delivery of presentations. Ensures that the project delivers to client expectations on time and on budget. Possesses expert knowledge in areas such as: business processes, executive coaching, leadership/profile assessments, consulting; and matrixes organization operations and business objectives in addition to in depth knowledge of market/industry and service line. Supervises junior management consultants.
MIN. EDUCATION	Bachelors Degree In Related Industry

POSITION TITLE	SUBJECT MATTER EXPERT
MIN. YEARS OF EXPERIENCE	11 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Has advanced understanding of area of expertise related to various HR, organizational development and leadership training disciplines. Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the team to identify the best solution to organizational, process or technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
MIN. EDUCATION	Bachelors Degree In Related Industry

POSITION TITLE	SENIOR SUBJECT MATTER EXPERT
MIN. YEARS OF EXPERIENCE	15 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Has advanced understanding of area of expertise related to various HR, organizational development and leadership training disciplines. Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the team to identify the best solution to organizational, process or technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
MIN. EDUCATION	Bachelors Degree In Related Industry



POSITION TITLE	TECHNICAL WRITER
MIN. YEARS OF EXPERIENCE	5 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Prepares various types of publications by integrating original writing with inputs from technical and non-technical professionals. Analyzes industry standards and interprets client requirements for documentation. Researches and translates complex technical information, and rewrites it for clarity and readability. Proofreads and performs editorial reviews on all forms of technical documentation. Maintains version control over documents and supporting graphics. Designs and updates communications programs/plans in support of clients.
MIN. EDUCATION	Bachelors Degree In Related Industry

POSITION TITLE	SENIOR TECHNICAL WRITER
MIN. YEARS OF EXPERIENCE	15 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Prepares various types of publications by integrating original writing with inputs from technical and non-technical professionals. Analyzes industry standards and interprets client requirements for documentation. Researches and translates complex technical information, and rewrites it for clarity and readability. Proofreads and performs editorial reviews on all forms of technical documentation. Maintains version control over documents and supporting graphics. Designs and updates communications programs/plans in support of clients. Supervises Junior Personnel.
MIN. EDUCATION	Bachelors Degree In Related Industry



POSITION TITLE	RESEARCHER
MIN. YEARS OF EXPERIENCE	10 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Serves as researcher on a large, randomized, controlled clinical trial or large national evaluation. Collaborates with senior staff on selected projects. Tracks and assesses status of research tasks for projects. Prepares project reports and prepares and monitors project budgets. Takes the lead and/or supporting role in writing research manuscripts for publication in professional journals. Keeps up-to-date on important trends in the field. Participates in strategic planning, and may assume a leadership role in a program area. Works with Senior Management to identify, develop, and seek funding for projects of personal interest to ensure position coverage. Participates in professional activities and co- authors research manuscripts. Assists in recruiting new senior research staff. Helps advance the “state-of- the-art” in the field, both nationally and internationally. Assists in developing new project ideas and writing grant proposals. Builds collaborative relationships and visibility for the company. Recognized nationally as having extensive content expertise; sought out by external agencies to serve on various scientific panels and committees. Collaborates with others to identify and implement joint efforts, collaborate on resource development activities, and coordinates department activities.
MIN. EDUCATION	Masters Degree In Related Industry

POSITION TITLE	SENIOR RESEARCHER
MIN. YEARS OF EXPERIENCE	15 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Serves as senior research lead on a large, randomized, controlled clinical trial or large national evaluation, assuming primary responsibility for the design and implementation of the project activities. Collaborates with senior staff on selected projects. Exceptional skills in mentoring research staff, helping them to establish and/or further their careers. Oversees and assists junior research staff. Proactively develops and maintains good relationships with funders and colleagues, and develops new sources of funding for the company. Tracks and assesses status of research tasks for projects. Prepares project reports and prepares and monitors project budgets. Takes the lead and/or supporting role in writing research manuscripts for publication in professional journals. Participates in strategic planning, and may assume a leadership role in a program area. Works with Senior Management to identify, develop, and seek funding for projects of personal interest to ensure position coverage. Participates



in professional activities and co- authors research manuscripts. Assists in recruiting new senior research staff. Helps advance the “state-of-the-art” in the field, both nationally and internationally. Assists in developing new project ideas and writing grant proposals. Recognized nationally as having extensive content expertise; sought out by external agencies to serve on various scientific panels and committees. Collaborates with others to identify and implement joint efforts, collaborate on resource development activities, and coordinate Department activities.

MIN. EDUCATION	PhD In Related Industry
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POSITION TITLE	EXECUTIVE COACH
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MIN. YEARS OF EXPERIENCE	16 Years of Experience
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FUNCTIONAL RESPONSIBILITIES	Provides executive coaching to management and director levels who have tactical and managerial authority for the organization.. The coach applies International Coach Federation competency based coaching skills and concepts. The coach uses basic coaching skills along with a wide variety of behavioral techniques and methods to assist the client achieve a mutually identified set of goals to improve professional performance and personal satisfaction. The coach also helps the executive team to improve effectiveness of the organization within a formally defined coaching agreement.
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MIN. EDUCATION	Bachelors Degree In Related Industry
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POSITION TITLE	SENIOR EXECUTIVE COACH
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MIN. YEARS OF EXPERIENCE	20 Years of Experience
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FUNCTIONAL RESPONSIBILITIES	Provides executive coaching to management and director levels who have tactical and managerial authority for the organization.. The coach applies International Coach Federation competency based coaching skills and concepts. The coach uses basic coaching skills along with a wide variety of behavioral techniques and methods to assist the client achieve a mutually identified set of goals to improve professional performance and personal satisfaction. The coach also helps the executive team to improve effectiveness of the organization within a formally defined coaching agreement. Supervises junior personnel
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MIN. EDUCATION	Bachelors Degree In Related Industry
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POSITION TITLE	TRAINER/INSTRUCTOR**
MIN. YEARS OF EXPERIENCE	3 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Prepares and understands the stated course objectives prior to instructing. Communicates the course content to the students within the scheduled class hours. Provides a classroom environment that reinforces course objectives, promotes learning of the subject matter, and creates a positive learning experience generating maximum student participation, comprehension, and learning. Uses expertise and personal experience to supplement or enhance course materials to the extent to which they contribute to course objectives. Completes all pre-course coordination; evaluates course content, delivery effectiveness, and personal performance; and submits promptly written evaluations and reports. Participates effectively in maintenance and development of existing and new courses.
MIN. EDUCATION	Bachelors Degree In Related Industry

POSITION TITLE	SENIOR TRAINER/INSTRUCTOR**
MIN. YEARS OF EXPERIENCE	9 Years of Experience
FUNCTIONAL RESPONSIBILITIES	Prepares and understands the stated course objectives prior to instructing. Communicates the course content to the students within the scheduled class hours. Provides a classroom environment that reinforces course objectives, promotes learning of the subject matter, and creates a positive learning experience generating maximum student participation, comprehension, and learning. Uses expertise and personal experience to supplement or enhance course materials to the extent to which they contribute to course objectives. Completes all pre-course coordination; evaluates course content, delivery effectiveness, and personal performance; and submits promptly written evaluations and reports. Participates effectively in maintenance and development of existing and new courses. Supervises junior personnel.
MIN. EDUCATION	Bachelors Degree In Related Industry



EDUCATION/EXPERIENCE SUBSTITUTION

DEGREE REQUIREMENT	SUBSTITUTION OF RELEVANT EXPERIENCE
ASSOCIATES DEGREE	2 Additional Years
BACHELORS DEGREE	4 Additional Years
MASTERS DEGREE	6 Additional Years
PHD	8 Additional Years

- 2. **Maximum Order:** \$1,000,000.00
- 3. **Minimum Order:** \$100.00
- 4. **Geographic Coverage (delivery Area):** 48 States, DC
- 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:** Additional 2% discount off orders that total \$250K or greater
- 8. **Prompt payment terms.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. 1% Net 15, Net 30 days.
- 9. **Foreign items (list items by country of origin):** Not Applicable
- 10a. **Time of Delivery (Contractor insert number of days):** To Be Determined at the Task Order level
- 10b. **Expedited Delivery.** To Be Determined at the Task Order level
- 10c. **Overnight and 2-day delivery.** To Be Determined at the Task Order level
- 10d. **Urgent Requirements.** To Be Determined at the Task Order level
- 11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as company address
- 12b. **Ordering procedures:** See Federal Acquisition Regulation (FAR) 8.405-3



13. **Payment address(es):** Same as company address
14. **Warranty provision.:** Contractor's standard commercial warranty.
15. **Export Packing Charges (if applicable):** N/A
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A
- 22a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 22b. **If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at:**
<https://www.Section508.gov/>. Not Applicable
23. **Unique Entity Identifier (UEI) number** J2C7HM92UDQ6
24. **Notification regarding registration in SYSTEM FOR AWARD MANAGEMENT (SAM) database:**
Contract Registered and Active in SAM



AWARDED PRICELIST

LABOR CATEGORY

GSA RATE W/IFF

JUNIOR ANALYST	\$75.19
SENIOR ANALYST	\$95.23
MANAGEMENT CONSULTANT	\$135.35
SENIOR MANAGEMENT CONSULTANT	\$150.38
SUBJECT MATTER EXPERT	\$155.39
SENIOR SUBJECT MATTER EXPERT	\$175.45
TECHNICAL WRITER	\$95.23
SENIOR TECHNICAL WRITER	\$125.32
RESEARCHER	\$165.41
SENIOR RESEARCHER	\$225.57
EXECUTIVE COACH	\$150.38
SENIOR EXECUTIVE COACH	\$185.47
TRAINER/INSTRUCTOR**	\$90.23
SENIOR TRAINER/INSTRUCTOR**	\$125.32

Service Contract Labor Standards Matrix:

SCA/SCLS MATRIX

SCLS ELIGIBLE CONTRACT LABOR CATEGORY/FIXED PRICE SERVICE	SCLS Equivalent Code Title	WD Number
TRAINER/INSTRUCTOR**	15090 – TECHNICAL INSTRUCTOR	WD 15-5237 (Rev.-2)
SENIOR TRAINER/INSTRUCTOR**	15095-TECHNICAL INSTRUCTOR/COURSE DEVELOPER	WD 15-5237 (Rev.-2)

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).**