



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: <https://www.GSAAdvantage.gov>.

Multiple Award Schedule

FSC Group: Professional Services

Business Administrative Services Subcategory

FSC/PSC Code: R408

FSC Group: Miscellaneous

Complimentary SINS Subcategory

FSC/PSC Code: 0000

Contract Number: GS-10F-002CA

Contract Period: October 7, 2014 through October 6, 2029

NVE, Inc.

12700 Sunrise Valley Dr STE 450, Reston, VA 20191

703.787.8100 | 703.787.8105 fax

nve@nvecorp.com | www.nvecorp.com

Contract Administration Source: Charles Bonner

Phone: 703-787-8100; E-mail: charles.bonner@nvecorp.com

Business Size: Small Business

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

Pricelist current through Modification PO-0035, effective October 7, 2024

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
541611	541611 RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLM RC	Order-Level Materials (OLM)

- 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:** Not Applicable
- 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:** See awarded labor categories and pricing on p. 4-10.
- 2. Maximum order: SINs 541611 and 541611 RC: \$1,000,000.00
SINs OLM and OLM RC: \$250,000.00**
- 3. Minimum order: \$100.00**
- 4. Geographic coverage (delivery area):** Domestic and Overseas Delivery.
- 5. Point(s) of production (city, county, and State or foreign country):** Same as Contractor.
- 6. Discount from list prices or statement of net price:** Prices herein are net Government prices (discounts already deducted)
- 7. Quantity discounts:** 1% volume discount on all single orders exceeding \$400,000 or more
- 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%, 10 days, Net 30.
- 9. Foreign items (list items by country of origin):** None
- 10a. Time of delivery:** Specified on the Task Order.
- 10b. Expedited Delivery:** Items available for expedited delivery are noted in this price list. Contact NVE.
- 10c. Overnight and 2-day delivery:** Overnight delivery is not available. Two-day delivery is not available.
- 10d. Urgent Requirements:** Contact Contractor.

11. **F.O.B. point(s):** Destination
 - 12a. **Ordering address:** 12700 Sunrise Valley Dr STE 450, Reston, VA 20191
703.787.8100 | 703.787.8105 fax
nve@nvecorp.com | www.nvecorp.com
 - 12b. **Ordering procedures:** See Federal Acquisition Regulation (FAR) 8.405-3.
 13. **Payment address:** Same as Contractor
 14. **Warranty provision:** Contractor's standard commercial warranty.
 15. **Export packing charges, if applicable:** Not applicable
 16. **Terms and conditions of rental, maintenance, and repair:** Not applicable
 17. **Terms and conditions of installation:** Not applicable
 - 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable
 - 18b. **Terms and conditions for any other services:** Not applicable
 19. **List of service and distribution points:** Not applicable
 20. **List of participating dealers:** Not applicable
 21. **Preventive maintenance:** Not applicable
 - 22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not applicable
 - 22b. **If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services offered 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:** F7E8S3DF5LD1
 24. **Notification regarding registration in the System for Award Management (SAM) Database:** Contractor registered and active in SAM. CAGE Code: 3RKV2
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**GSA Labor Categories Pricing
SINs 541611 and 541611 RC**

SIN	Awarded Labor Category	Site	GSA Price w/IFF	GSA Price w/IFF	GSA Price w/IFF	GSA Price w/IFF	GSA Price w/IFF	GSA Price w/IFF
			10/7/2023 – 10/6/2024	10/7/2024 – 10/6/2025	10/7/2025 – 10/6/2026	10/7/2026 – 10/6/2027	10/7/2027 – 10/6/2028	10/7/2028 – 10/6/2029
541611/RC	Program Manager	Customer	\$93.48	\$95.35	\$97.26	\$99.20	\$101.19	\$103.21
541611/RC	Senior Management & Program Analyst	Customer	\$120.18	\$122.58	\$125.03	\$127.53	\$130.09	\$132.69
541611/RC	Management & Program Analyst	Customer	\$99.77	\$101.76	\$103.80	\$105.87	\$107.99	\$110.15
541611/RC	Junior Management & Program Analyst	Customer	\$71.35	\$72.77	\$74.23	\$75.71	\$77.23	\$78.77
541611/RC	Junior Management Analyst	Customer	\$58.99	\$60.17	\$61.37	\$62.60	\$63.85	\$65.13
541611/RC	Executive Assistant	Customer	\$94.59	\$96.48	\$98.41	\$100.38	\$102.39	\$104.44
541611/RC	Special Assistant	Customer	\$105.44	\$107.55	\$109.70	\$111.90	\$114.13	\$116.42
541611/RC	Administrative Operations Specialist	Customer	\$53.06	\$54.12	\$55.21	\$56.31	\$57.44	\$58.58
541611/RC	Program Support Specialist	Customer	\$70.63	\$72.04	\$73.48	\$74.95	\$76.45	\$77.98
541611/RC	Program Specialist II	Customer	\$91.25	\$93.07	\$94.93	\$96.83	\$98.77	\$100.74
541611/RC	Program Specialist I	Customer	\$80.86	\$82.48	\$84.13	\$85.81	\$87.53	\$89.28
541611/RC	Senior Administrative Assistant	Customer	\$71.50	\$72.93	\$74.39	\$75.88	\$77.40	\$78.94
541611/RC	Administrative Assistant	Customer	\$64.28	\$65.57	\$66.88	\$68.22	\$69.58	\$70.97
541611/RC	Records Management Clerk	Customer	\$40.84	\$41.65	\$42.49	\$43.34	\$44.20	\$45.09
541611/RC	File Data Clerk III	Customer	\$53.29	\$54.35	\$55.44	\$56.55	\$57.68	\$58.84
541611/RC	File Data Clerk I	Customer	\$39.93	\$40.73	\$41.54	\$42.37	\$43.22	\$44.08
541611/RC	Procurement Technician	Customer	\$56.21	\$57.33	\$58.48	\$59.65	\$60.84	\$62.06
541611/RC	Closeout Specialist	Customer	\$67.52	\$68.87	\$70.25	\$71.66	\$73.09	\$74.55
541611/RC	Contract Specialist II	Customer	\$90.21	\$92.01	\$93.85	\$95.73	\$97.64	\$99.59
541611/RC	Contract Specialist I	Customer	\$50.41	\$51.42	\$52.45	\$53.49	\$54.56	\$55.66

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

SCLS/SCA Eligible Labor Category	SCA Equivalent Code - Title	Wage Determination No.
Sr. Administrative Assistant	01020 - Administrative Assistant	2015-4281

Administrative Assistant	01020 - Administrative Assistant	2015-4281
Records Management Clerk	01070 - Document Preparation Clerk	2015-4281
File Data Clerk III	01070 - Document Preparation Clerk	2015-4281
File Data Clerk I	01070 - Document Preparation Clerk	2015-4281

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).

GSA Labor Categories SINs 541611 and 541611 RC

1. Program Manager

Minimum/General Experience: Demonstrated leadership ability and skills for multiple projects or large tasks. Must have at least seven (7) years' general work experience with a minimum of four (4) years' experience managing multiple tasks, projects, or personnel.

Functional Responsibilities: Supervises, leads, and/or directs management support teams in performing client program-specific activities. Frequently develops and manages multiple projects including their schedules, resources, and/or budgets to ensure program completion in accordance with client expectations. Prepares program plans including schedules with multiple milestones. Anticipates requirements for and requisitions manpower resources, materials, and tools, needed to complete programs. Responsible for ensuring quality standards and work performance.

Minimum Education: Bachelor's degree required.

2. Sr. Management and Program Analyst

Minimum/General Experience: A minimum of ten (10) years' work experience is required as analyst or in a program support role, including but not limited to program design, development, support, and implementation with three (3) years of experience in managing projects.

Functional Responsibilities: Applies management expertise, process improvement and re-engineering methodologies and principles to perform complex management analysis and process modernization tasks. Functions can include activity modeling, developing new businesses processes and methods, identifying or designing and implementing organizational best practices, creating and assessing management performance measurements, and performing a variety of other frequently complex management analysis activities. Frequently assigned to several tasks concurrently.

Minimum Education: Master's degree in a directly related field.

3. Management and Program Analyst

Minimum/General Experience: A minimum of six (6) years' work experience as an analyst or in a program support role.

Functional Responsibilities: Applies management expertise, process improvement and re-engineering methodologies and principles to perform management analysis and process modernization tasks. Functions can include activity modeling, developing new businesses processes and methods, identifying and implementing best practices, and creating and assessing management performance measurements, and performing a variety of other management analysis activities. Occasionally assigned to several tasks concurrently.

Minimum Education: Bachelor's degree in a directly related field.

4. Jr. Management and Program Analyst

Minimum/General Experience: A minimum of two (2) years' work experience as analyst or in a program support role.

Functional Responsibilities: Applies analytical expertise, process improvement and re-engineering methodologies and principles to perform management analysis and process modernization tasks. Functions can include activity modeling, modifying existing businesses processes and methods, implementing best practices, and assessing management performance measurements and performing a variety of other management analysis activities.

Minimum Education: Bachelor's degree in a directly related field.

5. Jr. Management Analyst

Minimum/General Experience: Experience in management and organizational analyses, efficiency and quality control methodologies. A minimum of two (2) years' related experience.

Functional Responsibilities: Helps analyze logistical, organizational and/or managerial activities and processes. Participates in identification and description of user requirements, and determination and generation of data requirements. Helps to develop and implement quality control and efficiency methodologies to ensure compliance with project quality assurance standards, guidelines, and procedures in an organization. Participates or supports formal and informal reviews at pre-determined points throughout the project life cycle.

Minimum Education: Bachelor's degree required.

6. Executive Assistant

Minimum/General Experience: Experience in directly supporting a person in a senior leadership position within a client organization, program, or project. Requires a minimum of five (5) years of experience.

Functional Responsibilities: Oversees the daily administrative and clerical duties, to include document preparation, copying, filing, faxing, organizing, scheduling, greeting all visitors, and processing incoming and outgoing mail. Uses excellent oral and written communication skills. Supports the client organization's mission and values by fostering a cooperative team effort and a consistent commitment to client service. Performs other office duties as required. Provides senior level administrative support for client projects.

Minimum Education: Bachelor's degree required.

7. Special Assistant

Minimum/General Experience: A minimum of six (6) years' experience in management and organizational analyses, efficiency and quality control methodologies.

Functional Responsibilities: Must be able to clearly define government business practices for integration into business systems or processes with a view towards substantial improvement. Identifies problems and/or potential problems and by analysis develops recommended solutions. Works with functional specialists, contractors, vendors and the client to effectively improve the client's business systems. Acts as coordinator for all disciplines in the recommended/approved solution.

Minimum Education: Bachelor's degree required.

8. Administrative Operations Specialist

Minimum/General Experience: Must have three (3) years' experience in any administrative capacity.

Functional Responsibilities: Provides a wide variety of operations support to support task or project activities and to improve program or project efficiency and effectiveness. Prepares or helps to prepare analysis and recommendations on project or program activities to improve overall efficiencies. Prepares or helps to prepare operations reports and deliverables. May establish and maintain operations files and performs other related activities.

Minimum Education: Bachelor's degree required.

9. Program Support Specialist

Proposed Minimum/General Experience: Must have three (3) years' experience in any program support capacity.

Functional Responsibilities: Provides program support for strategic, tactical, and operational levels to track program or project efficiency and effectiveness. Prepares cost and budget analyses and resource estimates, updates program and project schedules, develops work breakdown structures, tracks milestones, may help with briefing preparation and presentation, supports report and study development, may develop deliverables, and performs other related activities. Uses program management support tools and applications to perform all program support duties.

Minimum Education: Bachelor's degree required.

10. Program Specialist II

Minimum/General Experience: Must have seven (7) years' experience in any program support capacity.

Functional Responsibilities: Frequently supports the performance of or performs complex business operations analysis, program control activities, or contract administration activities for complex government projects using standard tools and processes. May maintain milestone schedules and project or program budgets. Prepares or supports the preparation and quality review of project deliverables. Frequently provides specialized support in one or more of the following fields: contract management, business management, purchasing management, and other contract support activities. Uses program management support tools and applications to perform all program duties.

Minimum Education: Bachelor's degree required.

11. Program Specialist I

Minimum/General Experience: Must have five (5) years' experience in any program support capacity.

Functional Responsibilities: Supports the performance of or occasionally performs complex business operations analysis, project control activities, or contract administration activities for government projects using standard tools and processes. Supports the maintenance of and occasionally maintains milestone schedules and project or program budgets. Supports the preparation and quality review of project deliverables. May provide or support the providing of specialized support in one or more of the following fields: contract management, business management, purchasing management, contract security, and project budgeting/scheduling. Uses program management support tools and applications to perform all program duties.

Minimum Education: Bachelor's degree required.

12. Sr. Administrative Assistant

Minimum/General Experience: A minimum of five (5) years' experience performing clerical support functions.

Functional Responsibilities: Provides administrative support in the management of a project or contract activities include tracking, monitoring and reporting budgets and schedules on a given project or task; maintaining administrative records, and coordinating required administrative services. Performs standard and some advanced secretarial duties. Maintains regular and follow-up files and confidential data. Collects information as needed for conferences and reports. Arranges meetings as directed. May screen telephone calls, incoming mail, publications, and other correspondence. Maintains and updates daily calendars. Prepares special reports as directed. May arrange and take minutes of meetings. May make travel and lodging arrangements. Required to use judgment and initiative in problem solving.

Minimum Education: Associates Degree required.

13. Administrative Assistant

Proposed Minimum/General Experience: A minimum of three (3) years' experience performing clerical support functions.

Functional Responsibilities: Helps to develop and then maintain project, team, and individual schedules of activities. Provides support to meetings, briefings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentations packages. Prepares or assists in preparing management plans and reports. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.

Minimum Education: High School diploma or equivalent.

14. Record Management Clerk

Minimum/General Experience: Three (3) years of work experience with document management.

Functional Responsibilities: Maintain records for a government client to allow client and other contract personnel to easily retrieve and review documents. Maintains record log of all client incoming and outgoing files to ensure all pertinent copies have been received and filed properly in the record control system. Enforces security on all client project document control files, coordinates and confirms all document identification numbers, assists client and other contract staff members in retrieving documents as needed. Prepares file outline, folders, and labels for new client project files and establishes a consistent reference method for easy retrieval. Physically rearranges client project folders as files increase. Performs such other duties as supervisor may from time to time deem necessary on government client's project files.

Minimum Education: High School diploma or equivalent.

15. File Data Clerk III

Minimum/General Experience: Eight (8) years of work experience with filing and document control.

Functional Responsibilities: Create and maintain for a government client files to allow client and other contract personnel to easily retrieve and review documents. May be required to implement and maintain a client project document control system for a government client department or division. Creates government client logging systems and then maintains a document log of all coming and outgoing files to ensure all pertinent copies have been received and filed properly in the client document control system. Enforces security on all client document control files, coordinates and confirms all document identification numbers, assists client and other contract staff members in retrieving documents as needed. Devises and then prepares and maintains file outline, folders, and labels for new client files and establishes a consistent reference method for easy retrieval. Updates outlines and labels, and physically rearranges folders as files increase. Performs such other duties as Supervisor may from time to time deem necessary on government client's project files. May lead others in performing similar activities.

Minimum Education: High School diploma or equivalent.

16. File Data Clerk I

Minimum/General Experience: Three (3) years of work experience with filing and document control.

Functional Responsibilities: Assists in creating files for a government client in a billable capacity then maintains files to allow client and other contract personnel to easily retrieve and review documents. Maintains document log of all incoming and outgoing client files to ensure all pertinent copies have been received and filed properly in the client document control system. Helps enforce client security policies on all document control files, coordinates and confirms all document identification numbers, assists client and other contract staff members in retrieving documents as needed. With guidance from others, prepares or helps to prepare file outline, folders, and labels for new client files and establishes a consistent reference method for easy retrieval. With guidance from others, updates outlines and labels, and physically rearranges client folders as files increase. Performs such other file-related duties, as Supervisor may from time to time deem necessary on government client's project files.

Minimum Education: High School diploma or equivalent.

17. Procurement Technician

Minimum/General Experience: Three (3) years of experience supporting the analysis, process review and development and statistical techniques.

Functional Responsibilities: Performs wide variety of procurement-related support activities, which include assisting in the development of vendor performance materials, gathering and maintaining procurement data, and helping to prepare reports of results. Supports the review, evaluating, analyzing, and implementing of procurement-related programs. Supports the performance of procurement process-related audits and studies of procurement programs and support activities. Supports analyzing spending patterns at service, commodity, and usage levels and may help create reports that provide a synthesis of spending patterns. Implements standard procurement department processes.

Minimum Education: Bachelor's degree required.

18. Closeout Specialist

Minimum/General Experience: A minimum of three (3) years' experience as a contracts closeout specialist. Working knowledge of the FAR and best practices in contract closeout management.

Functional Responsibilities: Inventories the expired contract instruments received from the client by documenting pertinent required data. Physically locates and maintains (as required) the expired contract files to confirm inventory counts and to facilitate access to them for closeout processing. Performs closeout processing tasks in accordance with client approved procedures and maintains closeout checklist and updates in closeout database or system. Verifies cost information to determine if refund is due from the vendor or if payment is required to the vendor and de-obligates any unused funds. Maintains the integrity of the closeout database or system by adherence to quality control procedures.

Minimum Education: Bachelor's degree required.

19. Contract Specialist II

Minimum/General Experience: A minimum of six (6) years' experience as a contracts specialist. In depth knowledge of the FAR and best practices in contract management and Federal procurement.

Functional Responsibilities: Monitors performance for conformance to original proposal, maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, client specifications and government regulations. Occasionally provides general contractual and legal expertise in support of technology tasks. Responsibilities include but are not limited to: reviewing and providing comments to binding contractual documentation, researching federal, state, and local regulations, and monitoring tasks as they are executed to ensure compliance with all pertinent governing documentation. Helps develop and then supports the preparation of special reports and analyses as required. Occasionally provides work leadership for lower level contract personnel. Supports issuing contract and other business program documents. Prepare bids, process specifications, test and progress reports, and other exhibits that may be required.

Minimum Education: Bachelor's degree required.

20. Contract Specialist I

Minimum/General Experience: A minimum of three (3) years' experience as a contracts specialist. Must have a working knowledge of the FAR and best practices in contract management and Federal procurement.

Functional Responsibilities: Supports the monitoring of performance for conformance to original proposals, and then helps maintain continual reviews to ensure that all terms and conditions are met and that the contract is in

accordance with legal requirements, client specifications and government regulations. Provides general contractual and legal support of technology tasks. Responsibilities include but are not limited to: researching federal, state, and local regulations, and monitoring tasks as they are executed to ensure compliance with all pertinent governing documentation. Helps prepare reports and analyses as required. Prepares or helps to prepare contract and business program documents based on guidance from more experienced staff. Supports the preparation of bids, process specifications, test and progress reports, and other exhibits that may be required.

Minimum Education: Bachelor's degree required.

EXPERIENCE & DEGREE SUBSTITUTION

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

Associates \Leftrightarrow HS + 2 years relevant experience

Bachelors \Leftrightarrow Associates + 2 years relevant experience, or HS + 4 years relevant experience

Masters \Leftrightarrow Bachelors + 2 years relevant experience, or Associates + 4 years relevant experience, or HS + 6 years relevant experience.