



Horizon Industries, Limited



Schedule

**Federal Acquisition Service  
Authorized Federal Supply Schedule Price List**

**Professional Services Schedule Group 00CORP**

SIN	Description	FSC Group
874-1	Integrated Consulting Services	874
874-6	Acquisition Management Support	874
874-7	Integrated Business Program Support Services	874

**Contract Number: GS-10F-0125S**

**Contract Period: January 30, 2006 through January 29, 2021**

Pricelist current through **Modification #17**, dated **December 16, 2015**

**Horizon Industries, Limited**

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**Tel: 703-955-4665**

**Business Size: Small Disadvantaged**

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 of GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

**CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s):**

<b>SIN</b>	<b>Description</b>	<b>Reference</b>
874-1	Integrated Consulting Services	1c. below
874-6	Acquisition Management Support	1d. below
874-7	Integrated Business Program Support Services	1c. below

**1b. Lowest Price Model:**

SIN 874-1 & 874-7: Technical Writer \$50.32/hour

**1c. Labor Category Rates and Descriptions for SINs 874-1 & 874-7**

<b>Professional Labor Category</b>	<b>1/30/2016-1/29/2017</b>	<b>1/30/2017-1/29/2018</b>	<b>1/30/2018-1/29/2019</b>	<b>1/30/2019-1/29/2020</b>	<b>1/30/2020-1/29/2021</b>
Program Manager	\$153.67	\$157.51	\$161.45	\$165.48	\$169.62
System Analyst	\$125.20	\$128.33	\$131.54	\$134.83	\$138.20
Program Specialist	\$98.79	\$101.26	\$103.79	\$106.39	\$109.05
Documentation Specialist	\$69.73	\$71.47	\$73.26	\$75.09	\$76.97
Technical Writer	\$50.32	\$51.58	\$52.87	\$54.19	\$55.54

**1d. Labor Category Rates and Descriptions for SIN 874-6**

<b>Professional Labor Category</b>	<b>1/30/2016-1/29/2017</b>	<b>1/30/2017-1/29/2018</b>	<b>1/30/2018-1/29/2019</b>	<b>1/30/2019-1/29/2020</b>	<b>1/30/2020-1/29/2021</b>
Contract Manager	\$139.98	\$142.78	\$145.64	\$148.55	\$151.52
Contract Specialist III	\$136.81	\$139.55	\$142.34	\$145.18	\$148.09
Contract Specialist II	\$111.62	\$113.85	\$116.13	\$118.45	\$120.82
Contract Specialist I	\$92.82	\$94.68	\$96.57	\$98.50	\$100.47

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/ or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract

**Labor Category Descriptions:**

**Program Manager:** Functional Responsibilities: Works to assist customer's key management and lead personnel to realize maximum benefit from an investment in personnel and business processes. Provides expert guidance in analysis, strategic planning, quality management, change management, business process re-engineering acquisition document development, strategic

sourcing studies and technical proposal analysis. Conducts needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, cost-price analysis, life cycle analysis, briefings and presentations, report writing and post-implementation projects. Manages multidisciplinary projects from inception to final deliverable, involving leading systems analysts, business analysts and acquisition support personnel to achieve an integrated solution to customer's requirements. Organizes, directs, and coordinates planning and execution of all program support activities. Simultaneously plans and manages transition of several projects from inception to close out. Establishes or alters (as necessary) management structure to effectively direct program support activities. Meets and confers with client management regarding the status of specific program activities as well as problems, issues, or conflicts requiring resolution. Minimum/General Experience: Possesses thorough knowledge of programs, processes, principles and practices involved in business solutions. Must have an understanding of acquisition management support, systems analysis, cost analysis and processes relevant to planned assignments. Has a minimum of three years working experience in a management capacity. Has demonstrated program/project expertise and communication skills to be able to interface with all levels of management. Certifications Required: Depending on the contract statement of work, certifications may be required. Minimum Education: Master's Degree or Equivalent Experience.

**Systems Analyst:** Functional Responsibilities: Analyzes information system processing and design requirements across a range of capabilities, including numerous business, and records management functions. Develops plans for information systems from project inception to conclusion. Analyzes system problems, support requirements, and the information to be processed. Conducts needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, life cycle analysis, briefings and presentations, report writing and post-implementation projects. Defines the problem/support needed, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers, business process owners and software engineers to ensure implementation of program and systems specifications. Develops business process charts, performs financial modeling, and assist with change management. Provides evaluation on a technical, functional, or cost basis for system design, development, and/or maintenance. Assists with and/or performs database design and development. Minimum/General Experience: Minimum of 2 years' experience. Possesses vast experience in evaluating, developing and/or analyzing business systems or information technology (IT), financial analysis and business process modeling. This experience includes the use of client-server systems, distributed databases, both wide-area and local, area communications, and a performance-based acquisition process. A person in this category is expected to have knowledge of quality assurance standards, testing strategies, and certification compliance. Certifications Required: Depending on the contract statement of work, certifications may be required. Minimum Education: Bachelor's Degree: Business, Mathematics, Computer Science, Computer Information Systems, or Equivalent Studies/Experience.

**Program Specialist:** Functional Responsibilities: Participates in the analysis of functional business applications, design specifications for functional activities and acquisition planning activities. Performs detailed financial and economic modeling. Interacts with functional and technical personnel to translate detailed design into computer application software. Provides unique and/or in-depth business analysis, business and acquisition document development support, technical proposal analysis including cost/price estimates. May support a wide variety of business and acquisition support assignments based on the specific needs of the task's requirements. Analyzes information system user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources and costs required for each information system development and/or maintenance task. Evaluates systems and business processes to conduct Fit-Gap or other related analysis. Minimum/General Experience: Minimum of 1-year technical experience. IT/Financial specialist with working experience in finance, business analysis, systems functional analysis, quality management, database development,

or data administration/standardization. Acquired skills include financial/business modeling and simulation. Trained in technical, cost, or business discipline specific to assignment. Working knowledge and/or familiarity with systems acquisition and RFP process. Certifications Required: Depending on the contract statement of work, certifications may be required. Minimum Education: Bachelor's Degree in Business; Computer Science, Information Systems, Engineering, or other related discipline, or Equivalent Experience in a business discipline.

**Documentation Specialist:** Functional Responsibilities: Participates in the performance of needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, life cycle analysis, briefings and presentations, report writing and post-implementation projects. Assists with all stages of source selection and the proposal process including the preparation of Requests for Information (RFI), Requests for Proposals (RFP) and Requests for Quotations (RFQ). Manages the data collection process and the development and maintenance of databases to support program/project management, data compilation, and the creation of final deliverables. Minimum/General Experience: Ability to apply the disciplines of operations research to the analysis of problems. Acquired skills include computer modeling and simulation, data collection and statistical analysis, evaluation of strategies and tactics under risk scenarios, test planning and conduct, etc. Possesses skills utilizing software for the preparation of documents, spreadsheets, flow charts/diagrams, database structures, and presentations. Has strong organizational skills, experience utilizing project management software and knowledge of the Federal Acquisition process. Certifications Required: Depending on the contract statement of work, certifications may be required. Minimum Education: Bachelor's Degree or Equivalent Experience.

**Technical Writer:** Functional Responsibilities: Gathers, analyzes, and composes process and financial information required for project engagements. Assist with/creates presentations, user manuals, help documentation, training materials, and installation guides. Assists with the development of technology related procurements. Provides assistance in preparing proposals, Requests for Information (RFI), Requests for Proposals (RFP) and Requests for Quotations (RFQ), presentations, reports and other client deliverables/documents as appropriate. Minimum/General Experience: Requires a minimum of 2 years' experience in technical research and writing. Must possess skills utilizing software for the preparation of documents, spreadsheets, flow charts/diagrams, database structures, and presentations. Has proven organizational skills, experience utilizing project management software and knowledge of the Federal Acquisition process. Certifications Required: Depending on the contract statement of work, certifications may be required. Minimum Education: Associates Degree or Equivalent Experience.

**Contracts Manager:** Functional Responsibilities: Performs pre-determined and recurring cradle to grave contract administration duties. Communicates with executives, government officials, managers, employees and external customers. Functions in a senior level/supervisory capacity. Functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination and contract closeout. Reviews claims and equitable adjustments. Provides guidance and direction to lower level administrators. Works independently. Simultaneously manages, coordinates and pursues multiple, complex projects and activities. Minimum/General Experience: Minimum of 5 to 7 years in the procurement field. Must have knowledge of the FAR and/or DFAR, PL 87-653 and cost reimbursement/cost sharing contracts. Minimum Education: Bachelor's Degree or Equivalent Experience, Certifications as necessary.

**Contract Specialist III:** Functional Responsibilities: Interprets and implements complex, agency-approved Federal CAS procurement regulations and other guidelines, advises on policies and procedures. Plans, coordinates, and manages (functional/case management or contractor employees) the contract cost and price functions critical to the mission objective. Develops detailed

cost/price analysis reports. Makes cost and pricing policy recommendations in coordination with other offices. Serves as an advisor to senior management on cost/price problems and issues. May participate in the planning, budgeting, project control, performance measurement and scheduling activities. Minimum/General Experience: Minimum of 3 to 5 years in the procurement field. Must have knowledge of the FAR and/or DFAR. Must have experience in the complete range of contracting activities, such as proposal pricing and rate development, negotiation efforts, review and evaluation of RFPs, and contract cost and price evaluations. Has working knowledge of forward pricing, cost accounting, cost evaluation techniques and methodologies, auditing standards and government compliance programs. Minimum Education: Bachelor's Degree or Equivalent Experience, Certifications as necessary.

**Contract Specialist II:** Functional Responsibilities: Participates in pricing and/or proposal and/or request for proposal (RFP) review teams which develop or review cost proposals. May also assist in cost proposal development and review lifecycle, including RFP analysis, model development, costing, document preparation and/or proposal review/evaluation support. Interpret procurement and industry trends pertaining to acquisitions. Minimum/General Experience: Minimum of 2 to 3 years' experience in the procurement field. Must have knowledge of Federal Acquisition Regulations, procurement regulations and contracting principles pricing, cost accounting, and auditing standards. Has basic knowledge of public and private sector and legal principles and practices, contract types and financial plans. Minimum Education: Associates Degree or Equivalent Experience, Certifications as necessary.

**Contract Specialist I:** Functional Responsibilities: Provides pricing and/or proposal and/or request for proposal (RFP) support services which develop/review cost proposals. May participate in some of the phases of the cost proposal development and lifecycle cost and review activities. Support RFP development & analysis, cost model development, costing and/or proposal review/evaluation. Minimum/General Experience: Minimum of 1-year experience. Must have knowledge of the Federal Acquisition Regulations (FAR), procurement regulations and/or contracting principles and some knowledge of Cost Accounting Standards, public and private sector legal principles and practices, concepts, terminology. Minimum Education: Associates Degree or Equivalent Experience, Certifications as necessary.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** Domestic and Overseas
5. **Point(s) of production:** Same as Company Address
6. **Prices are net. Discounts have been applied.**
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
9. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
10. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will not accept over \$2,500
11. Foreign items (list items by country of origin): None

- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. Expedited Delivery. Contact Contractor
- 11c. Overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements: Contact Contractor.
- 12. **F.O.B Points(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 (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://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. 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. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25. **Data Universal Numbering System** (DUNS) number: **96-5557507**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

