

General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Catalog/Price List

Schedule 00CORP: The Professional Services Schedule (PSS)

Minority Advancement In  
Corporations, Inc. (MAIC)

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Contract Number: GS-10F-0507P

Contract Period: August 27, 2019 - August 26, 2024

Pricelist Current through Modification #: PO-0037 effective  
August 27, 2019

Business Size: Minority, Disadvantaged, Woman-Owned Small  
Business (EDWOSB)

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](http://GSAAdvantage.gov).

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



## ABOUT MAIC, INC.

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We excel in our market by taking a personal interest in our clients' desired results and by delivering successful project management methodologies. Our personal touch is the strength of our reputation. What separates us from our competitors is our ability to achieve and maintain strong client relationships through the ethical way we approach our business operations each day and by being responsive and respectful to each of our clients.

Formed in 1997, we have been the recipients of a great deal of recognition over the years, including five outstanding small business awards issued by the U.S. Department of Homeland Security. We attribute this recognition to delivering consistently high-quality services, to our devotion to client satisfaction, as well as to constantly trying to improve what we do.

Our corporate management team has decades of experience in delivering comprehensive, professional, and diversified project management services and solutions. Our team members are friendly and pleasant to work with and are also skilled in our key business areas, which brings value-added benefits for our clients.

### **Core Competencies**

Our core competency is the ability to provide qualified project management personnel who bring the capabilities to successfully manage and support projects in the following areas:

Acquisitions Support

Emergency Management Services

Administrative Support

### **Structure**

Every project is a partnership. We work with your team to create a unified objective by providing proven processes, tools, and a dedicated staff. Our processes produce structure and organization. This results in a number of benefits for our clients, such as standardized procedures, documented inventories, and manageable operations. This can all be achieved on any size project to meet specific client requirements.

### **Direction**

Our processes, our methods, and our team are all driven towards one end: successful completion of your project goals. We keep your project on track and moving in the right direction by staying involved, managing your project closely, and staying focused on your objectives.

### **Results**

We focus on achieving the results you expect. At MAIC, we create and implement the project plan that achieves cost-effective, value-added, and innovative results.

## Federal Clients

U.S. Department  
of Homeland  
Security



U.S. Customs and  
Border Protection



U.S. Customs and  
Border Protection

Federal  
Emergency  
Management  
Agency



**FEMA**

General Service  
Administration



Federal Protective  
Services



Millennium  
Challenge  
Corporation



U.S. Immigration  
and Customs  
Enforcement



U.S. Immigration  
and Customs  
Enforcement

U.S. Fish and  
Wildlife Service



Transportation  
Security  
Administration



Transportation  
Security  
Administration

## Awards

MAIC is the proud recipient of various awards and recognition for outstanding performance. MAIC is also a member of various prestigious organizations. All of our memberships and achievements reflect our ongoing commitment to excellence in service.



Honored by DHS for Outstanding Performance in Contracts & Grant Closeouts:

- Recipient 2012-Nominated by the Immigration and Customs Enforcement (ICE)

- Recipient 2009-Nominated by ICE

- Recipient 2008-Nominated by the Federal Emergency Management Agency (FEMA)

- Recipient 2007-Nominated by FEMA
- Recipient 2005-Nominated by FEMA



2007-Received recognition for outstanding performance in assisting in clearing a backlog of 20,000 claims

### Memberships



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**1a. Table of Awarded Special Item Numbers (SINs):**

00CORP-500, 00CORP-500RC – Order Level Materials (OLMs)  
874-6, 874-6RC – Acquisition Management  
874-7, 874-7RC – Integrated Business Program Support Services

**1b. Identification of the lowest priced model number and lowest unit price for each SIN:**

Not Applicable

**1c. Description of All Labor Categories:**

See description of commercial job titles below.

**2. Maximum order:**

\$1,000,000

**3. Minimum order:**

\$100.00

**4. Geographic coverage (delivery area):**

Domestic Delivery Only (the 48 contiguous states, D.C., Hawaii, Alaska, and US Territories). Domestic Delivery also includes a port of consolidation point, within the aforementioned areas, for orders received from overseas activities.

**5. Point(s) of production (city, county, and State or foreign country).**

Waldorf, MD

**6. Discount from list prices or statement of net price.**

Prices are listed as GSA Net. Discount deducted and IFF included.

**7. Quantity Discounts:**

None

**8. Prompt payment terms:**

Net 30. "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

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

Yes, MAIC accepts Government purchase cards at or below the micro-purchase threshold.

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

Yes, MAIC accepts Government purchase cards above the micro-purchase threshold.

**10. Foreign Items (list items by country of origin):**

Not Applicable

**11a. Time of Delivery: (Contractor insert number of days.)**

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO). Special Item Number 874-6, 874-6 RC, 874-7, and 874-7RC; MAIC will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

**11b. Expedited Delivery:**

As negotiated between MAIC and ordering customer.

**11c. Overnight and 2-day delivery:**

As negotiated between MAIC and ordering customer.

**11d. Urgent Requirements:**

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent requirements of an ordering activity, ordering activities 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 activity, and 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.

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

Destination

**13a. Ordering address(es):**

MAIC, Inc.  
1282 Smallwood Drive West, Suite 441  
Waldorf, MD 20603

**13b. Ordering procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements

(BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment address(es).**

MAIC, Inc.  
1282 Smallwood Drive West, Suite 441  
Waldorf, MD 20603

**15. Warranty provision:**

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)).

**16. Export packing charges, if applicable:**

Not Applicable

**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).**

Not Applicable

**19. Terms and conditions of installation (if applicable):**

Not Applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**

Not Applicable

**20a. Terms and conditions for any other services (if applicable).**

Not Applicable

**21. List of service and distribution points (if applicable).**

Not Applicable

**22. List of participating dealers (if applicable).**

Not Applicable

**23. Preventive maintenance (if applicable).**

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 for EIT:**

The EIT standards can be found at:  
[www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Number System (DUNS) number.**

157019691

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

MAIC has an Active Registration in the SAM database.



## LABOR RATES

Labor Category Title	Year 16	Year 17	Year 18	Year 19	Year 20
Administrative Assistant**	\$50.64	\$51.80	\$52.99	\$54.21	\$55.46
Senior Administrative Assistant**	\$57.15	\$58.47	\$59.81	\$61.19	\$62.60
Business Writer**	\$59.88	\$61.26	\$62.67	\$64.11	\$65.58
Contract Closeout Specialist	\$52.01	\$53.21	\$54.43	\$55.69	\$56.97
Contract Closeout Specialist II	\$66.66	\$68.20	\$69.77	\$71.37	\$73.01
Contract Closeout Specialist III	\$77.01	\$78.78	\$80.60	\$82.45	\$84.35
Senior Contract Closeout Specialist	\$78.68	\$80.48	\$82.34	\$84.23	\$86.17
Supervisory Contract Closeout Specialist	\$84.78	\$86.73	\$88.73	\$90.77	\$92.86
Senior Contract Specialist II	\$124.23	\$127.09	\$130.01	\$133.00	\$136.06
Contracts Manager	\$120.85	\$123.63	\$126.47	\$129.38	\$132.35
Data Analyst	\$47.17	\$48.25	\$49.36	\$50.50	\$51.66
Data Analyst II	\$47.72	\$48.82	\$49.94	\$51.09	\$52.27
Data Entry Operator**	\$40.31	\$41.23	\$42.18	\$43.15	\$44.14
Data Entry Supervisor/Team Leader	\$44.96	\$45.99	\$47.05	\$48.13	\$49.24
Database Developer	\$78.25	\$80.05	\$81.90	\$83.78	\$85.71
Senior Database Developer	\$160.60	\$164.30	\$168.08	\$171.94	\$175.90
Database/Contracts Closeout Administrator	\$79.85	\$81.68	\$83.56	\$85.49	\$87.45
Invoice Processor**	\$39.14	\$40.04	\$40.96	\$41.91	\$42.87
Senior Invoice Processor**	\$43.64	\$44.64	\$45.67	\$46.72	\$47.79
Procurement Assistant	\$45.26	\$46.30	\$47.37	\$48.46	\$49.57
Senior Procurement Analyst II	\$107.69	\$110.17	\$112.70	\$115.29	\$117.95
Project Manager	\$127.77	\$130.70	\$133.71	\$136.79	\$139.93
Purchasing Agent	\$51.09	\$52.27	\$53.47	\$54.70	\$55.96

SCLS Eligible Contract Labor Category	SCLS Code	WD Number
Senior Invoice Processor	01013 – Accounting Clerk III	15-4281 (Rev. 12)
Senior Administrative Assistant	01020 – Administrative Assistant	15-4281 (Rev. 12)
Administrative Assistant	01313 – Secretary III	15-4281 (Rev. 12)
Data Entry Operator	01051 – Data Entry Operator I	15-4281 (Rev. 12)
Invoice Processor	01012 – Accounting Clerk II	15-4281 (Rev. 12)
Business Writer	30462 - Technical Writer II	15-4281 (Rev. 12)

"The Service Contract Labor Standards (SCLS), 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 the 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)."

## DESCRIPTION OF LABOR CATEGORIES

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### Administrative Assistant (AA)

**Description:** Performs general administrative/clerical tasks in support of contract objectives. AA supports the administrative phases of the contract; including coordinating calendars, planning meetings, preparing documents, word processing, editing, preparing shipments. The AA will maintain records and documents relevant to the requirements under the contract. The AA works at the direction of senior personnel. The AA is provided in conjunction with other professional business services covered under this Schedule and performs under the supervision of the Program Manager, Project Manager or Senior Team Lead.

**Experience:** Zero to two years of related experience

**Education:** High School and related experience

### Senior Administrative Assistant (AA)

**Description:** Performs general administrative/clerical tasks in support of contract objectives. The Senior AA supports the administrative phases of the contract; including coordinating calendars, planning meetings, preparing documents, word processing, editing, preparing shipments. The AA will maintain records and documents relevant to the requirements under the contract. The Senior AA works with minimal supervision. The Senior AA is provided in conjunction with other professional business services covered under this Schedule and performs under the supervision of the Project or Program Manager.

**Experience:** Three years of senior-level administrative experience

**Education:** High School and related experience

### Business Writer

**Description:** Researches, organizes, writes and edits new and existing documents, both internal and customer-directed. Acts as a writing resource for the development of quality documentation throughout the organization. Possesses the ability to write consistent and clear documentation and to translate information gained through interviewing various professional staffs into language non-specialists can understand.

**Experience:** Two to three years of writing experience

**Education:** BA/BS or equivalent experience

### Contract Closeout Specialist

**Description:** 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 customer approved procedures and maintains closeout checklist and updates in closeout database or system. Verifies financial 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.

**Experience:** Three to five years of contracts/acquisition experience

**Education:** BA/BS or equivalent experience

### Contract Closeout Specialist II

**Description:** Provides support for all closeout activities, including inventorying, procedures development, closeout tasks and personnel. May review closeout packages prior to submission to customers. Supports quality control initiatives. Performs all phases of closeout responsibilities and assists in the development of performance reports. Handles more complex closeout actions.

**Experience:** Five to seven years of contracts/acquisition experience

**Education:** BA/BS or equivalent experience

### Contract Closeout Specialist III

**Description:** Supports all closeout activities, including planning, inventorying, procedures development, closeout tasks and personnel. Assists in the review and approval of closeout packages prior to submission to customers. Manages and supports quality control initiatives, up to and including procedures development, implementation and maintenance. Performs all phases of closeout responsibilities and develops reports for client updates as well as participates in meetings. Leads and performs activities in boxing completed contracts for shipment to the Federal Records Center. Handles more complex closeout actions and may act on behalf of manager during absence.

**Experience:** Five to seven years of contracts/acquisition experience

**Education:** BA/BS or equivalent education required

### Senior Contracts Closeout Specialist

**Description:** Manages or supports all closeout activities, including planning, inventorying, procedures development, closeout tasks and personnel. Reviews and approves closeout packages prior to submission to customers. Manages and supports quality control initiatives, up to and including procedures development, implementation and maintenance.

Performs all phases of closeout responsibilities and develops reports for client updates as well as leads or participates in meetings. Handles more complex closeout actions.

**Experience:** Five to seven years of contracts/acquisition experience

**Education:** BA/BS or equivalent experience

### Supervisory Contract Closeout Specialist

**Description:** Manages or supports all closeout activities, including planning, inventorying, procedures development, closeout tasks and personnel. Reviews and approves closeout packages prior to submission to customers. Manages and supports quality control initiatives, up to and including procedures development, implementation and maintenance. Performs all phases of closeout responsibilities and develops reports for client updates as well as leads or participates in meetings. Handles more complex closeout actions.

**Experience:** Seven or more years of contracts/acquisition experience

**Education:** BA/BS or equivalent experience

### Senior Contract Specialist II

**Description:** Plans, negotiates, leads and administers the complex acquisition of goods, systems or services using a variety of contract types with frequent changes in terms, conditions or funding arrangements, and similar difficulties. Responsible for contracts arrived through both competitive and sole source means, including firm-fixed price, cost reimbursement, or time & material types. Develops task orders and provides justifications, technical evaluations and cost analyses as required by contract. Monitors outstanding contracts to ensure compliance with the terms and conditions of the contract, and to identify problems that threaten contractor performance. Serves as senior advisor to program officials in acquisition planning. Advises on the objectives to be used and assists in the preparation of statements of work. Performs detailed analyses of cost elements in contractor proposals, and makes competitive range determinations. Prepares determinations and findings and solicitation documents and performs other duties as assigned.

**Experience:** Seven or more years of contracts/acquisition experience

**Education:** BA/BS or equivalent experience

### Contracts Manager

**Description:** Manages all contractual actions and phases of the programs including planning, requirements definition, acquisition strategy, pre-solicitation conferences, source selection plan, evaluation plan, negotiations, competitive range determination, contract administration and closeout. Manages and oversees the activities of a highly specialized personnel who possess expertise in contracts administration and/or closeout. May serve as the Program Manager for contracts and/or grants projects.

**Experience:** Seven or more years of contracts/acquisition experience

**Education:** BA/BS or equivalent experience

### Data Analyst

**Description:** Assists with all contractual actions and phases of the programs including planning, requirements definition, acquisition strategy, pre-solicitation conferences, source selection plan, evaluation plan, negotiations, competitive range determination, contract administration and closeout. Interacts with various levels of personnel to secure required contractual information and adherence to federal and procedural requirements.

**Experience:** One to two years of contracts/acquisition experience or related experience

**Education:** High School and related experience

### Data Analyst II

**Description:** Performs all phases of closeout responsibilities. Assists in maintaining the integrity of closeout data and enters electronically or manually closeout data in established database or system. Assists in performing quality control checks. Assists in creating and providing standard and query reports for performance monitoring and customer updates. Supports inventorying activities and boxing of closed files to the Federal Records Center.

**Experience:** Three years of acquisitions or senior-level administrative experience

**Education:** High School or equivalent education required

### Data Entry Operator

**Description:** Performs data entry and data verification according to established procedures using data entry devices, data entry screens, or data handling systems to add, update and/or revise data captured in databases. Assists with performing quality checks to maintain database integrity. Performs job-related administrative duties as assigned. The Data Entry Operator is provided in conjunction with other professional business services covered under this Schedule and performs under the supervision of the Program Manager, Project Manager or Supervisor/Team Lead.

**Experience:** Two years of data entry or administrative experience

**Education:** High School and related experience

### Data Entry Supervisor/Team Leader

**Description:** Provides the senior role in participating in the performance of data entry and data verification according to established procedures using data entry devices, data entry screens, or data handling systems to add, update and/or revise data captured in Microsoft Access databases. Guides subordinate staff in accomplishing data input and quality requirements. Troubleshoots matters that require more in-depth knowledge of database issues and/or senior management interface. Performs job-related administrative duties as assigned. The Data Entry Supervisor is provided in conjunction with other professional business services covered under this Schedule and performs under the supervision of the Project or Program Manager.

**Experience:** Four years of data entry or senior-level administrative experience

**Education:** High School plus required experience

### Database Developer

**Description:** Supports the design, development, testing and deployment of a database and its associated applications. Works with development staff and project managers/team leads in developing databases on multiple platforms and various relational database environments.

**Experience:** Three years of related Information Technology experience

**Education:** BA/BS or equivalent experience

### Senior Database Developer

**Description:** Responsible for the design, development, testing and deployment of a database and its associated applications. Working with development staff and project managers/team leads in developing databases on multiple platforms and various relational database environments.

**Experience:** Eight years of related Information Technology experience

**Education:** BA/BS or equivalent experience

### Database/Contracts Closeout Administrator

**Description:** Maintains integrity of closeout data and enters electronically or manually closeout data in established database or system. Performs quality control checks and reconciliation activities to ensure data quality. Creates and routinely provides standard and query reports for performance monitoring and customer updates. Also, provides database trouble-shooting and contract closeout support tasks and activities. Skilled in Microsoft Access and Excel.

**Experience:** Two to three years of experience in contract/acquisition administration and in using database software programs

**Education:** BA/BS or equivalent experience

## Invoice Processor

**Description:** Verifies invoices, invoice number, account codes and financial amounts. Enters data into an established database for tracking, monitoring and reporting. Interacts with internal and external personnel to secure sign-offs before submittal of invoices for payment. The Invoice Processor is provided in conjunction with other professional business services covered under this Schedule and performs under the supervision of the Program Manager, Project Manager or Senior Team Lead.

**Experience:** Two years of administrative or related experience

**Education:** High School and related experience

## Senior Invoice Processor

**Description:** Verifies invoices, invoice number, account codes and financial amounts. Enters data into an established database for tracking, monitoring and reporting. Interacts with internal and external personnel to secure sign-offs before submittal of invoices for payment. Handles special projects and troublesome issues that warrant senior level expertise.

**Experience:** Three to five years of administrative or related experience

**Education:** High School and related experience

## Procurement Assistant

**Description:** Demonstrates thorough working knowledge of all administrative support functions within a federal acquisition operations environment. Performs contract administration including maintenance of filing systems, reports, etc. Functions effectively in many administrative roles, including serving as a liaison or point of contact between the acquisition staff, program transaction teams, and external vendors. Assists management with day to day contract support activities and special projects and performs other duties as assigned.

**Experience:** Two years of contracts/acquisitions or administrative experience

**Education:** BA/BS or equivalent education required

## Senior Procurement Analyst II

**Description:** Manages/Assists/Supports the purchasing of equipment, property, materials and services needed in order for the business/organization to function properly. Ensures that all costs are in the designated budget and that best spending practices are used. Also ensures that the research of vendors fits the business/organization's needs in order to ensure that quality products and services are being purchased. Composes RFI's and RFP's in order for vendors to bid on projects and jobs.

**Experience:** Five years of contracts/acquisition experience

**Education:** BA/BS or equivalent experience

## Project Manager

**Description:** Provides management and technical direction to program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Individual is ultimately responsible for project planning, execution, and performance. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Supervises program or project personnel in accomplishing their assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

**Experience:** Ten years of management experience

**Education:** BA/BS or equivalent experience

## Purchasing Agent

**Description:** Duties include acquiring supplies and services in accordance with the Federal Acquisition Regulation to meet the needs of the agency by utilizing Simplified Acquisition Procedures within the small purchase dollar limitation. Screens purchase requests for completeness and adequacy to determine how the purchase should be made, considering such factors as the availability of certified funds; prior authorizations or approvals; required justifications or other documentation; potential consolidation of separate requirements; applicable labor laws or other social legislation; required sources of supply; dollar value of requested goods or services; available or required competition; method to locate sources; and urgency of requirement. Drafts and solicits quotes orally or through written requests for quotations. Performs other related duties.

**Experience:** Three or more years of directly related experience in contracting

**Education:** BA/BS or equivalent experience