

Multiple Award Schedule

Authorized Federal Supply Schedule Price List



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CONTRACTOR'S ADMINISTRATION SOURCE: MOZELLE AWKWARD

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BUSINESS SIZE: SMALL COMPANY

BUSINESS STATUS: ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)

SIN	DESCRIPTION
561320SBSA	Temporary Administrative and Professional Staffing

Contract Number: **GS-07F-017AA**

Period Covered by Contract: **October 02, 2017** thru **October 1, 2022**

Price List approved through Modification PS-A812 signed 2/14/20

GENERAL SERVICES ADMINISTRATION – FEDERAL SUPPLY SERVICE

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.

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ABOUT MAIC, INC.

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.

Operational since 2000, we have been the recipients of a great deal of recognition over the years, including five outstanding small business awards from the U.S. Department of Homeland Security. We have achieved this recognition by delivering consistently high quality services, our devotion to client satisfaction, as well as our team's ability to constantly improve upon the successful work that we accomplish.

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

Information Technology

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 Five Times by DHS for Outstanding Performance in Acquisition Support, nominations received from:

- Immigration and Customs Enforcement (ICE)
- Joint Nomination by ICE and the Federal Protective Service
- Three Nominations by the Federal Emergency Management Agency



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

Memberships



Learn more at our website – www.maicinc.com



Customer Information

1. TABLE OF AWARDED SIN

5613205SBSA

1b. Lowest Priced Model Number and Price for Each SIN

N/A

1c. Hourly Rates and Description of All Corresponding Commercial Job Titles, Experience, Functional Responsibility and Education

See description of proposed hourly rates below at Attachments I & II

2. MAXIMUM ORDER

\$100,000

*If the best value selection places your order over the Maximum Order threshold identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order threshold may be placed under the schedule contract in accordance with FAR 8.404

3. MINIMUM ORDER

\$100

4. GEOGRAPHIC SCOPE OF CONTRACT

The preponderance of work location has been identified as:

Washington, DC Metropolitan Area

Service in an area with lower SCA rates, resulting in lower wages being paid, will have the bill rates for that task order discounted accordingly from the approved pricing spreadsheet (baseline). MAIC, Inc. shall never offer bill rates to any customer that have been deemed higher than those included on the approved pricing spreadsheet prior to the request (and subsequent receipt or award) of a modification for the area with the higher pricing.:

5. POINT OF PRODUCTION

Not Applicable

6. DISCOUNT FROM LIST

Not Applicable

7. QUANTITY DISCOUNT

Not Applicable



8. PROMPT PAYMENT TERMS

Net 30 Days

9. PURCHASE CARDS ACCEPTANCE

MAIC, Inc. will accept Government purchase cards below the micro-purchase threshold.

9b. Purchase Card Acceptance above micro-purchase threshold

MAIC, INC. will accept Government purchase cards above the micro-purchase threshold

10. FOREIGN ITEMS

None

11. TIME OF DELIVERY

Not Applicable

11b. Expedited Delivery

Not Applicable

11c. Overnight and 2-day delivery

Not Applicable

11d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, any 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.

Ordering agencies may also contact the Contractor to affect a faster delivery

12. F.O.B. POINTS

Destination

13. ORDERING ADDRESS

106 Whistling Wood Court
Accokeek, Maryland 20607

14. PAYMENT ADDRESS

106 Whistling Wood Court
Accokeek, Maryland 20607

15. WARRANTY PROVISION

Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty

16. EXPORT PACKING CHARGES

Not applicable.



17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLD ABOVE THE MICRO-PURCHASE LEVEL).

None

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

Not applicable.

19. TERMS AND CONDITIONS OF INSTALLATION

Not applicable.

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATES OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES

Not applicable.

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable.

22. LIST OF PARTICIPATING DEALERS

Not applicable.

23. PREVENTIVE MAINTENANCE

Not applicable.

24. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS

Not applicable.

24b. Section 508 Compliance for EIT:

Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. The EIT standards can be found at: www.section508.gov.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

157019691

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE.

MAIC, INC. is registered in the SAM database.

27. LABOR RATES

See Attachment I



ATTACHMENT I: LABOR RATES – BASE PERIOD

SIN 561320SBSA

LABOR CODE	LABOR CATEGORY TITLE	FINAL GSA RATE
01011	Accounting Clerk I	\$34.14
01012	Accounting Clerk II	\$37.80
01013	Accounting Clerk III	\$41.74
01020	Administrative Assistant (Administrative Specialist)	\$57.04
01051	Data Entry Operator (Data Entry Clerk I)	\$28.92
01070	Document Preparation Clerk (Document Control Specialist)	\$31.04
01090	Duplicating Machine Operator (Reproduction Clerk II)	\$31.04
01111	General Clerk I (Administrative Clerk I)	\$28.92
01112	General Clerk II (Administrative Clerk II)	\$31.15
01113	General Clerk III (Administrative Clerk III)	\$35.26
01311	Secretary I	\$34.15
01312	Secretary II	\$37.64
01313	Secretary III	\$46.04
01020	Administrative Assistant (Secretary IV)	\$57.04
01531	Travel Clerk I (Travel Coordinator I)	\$28.78
01532	Travel Clerk II (Travel Coordinator II)	\$30.61
01533	Travel Clerk III (Travel Coordinator III)	\$32.53
01611	Word Processor I	\$31.68
01612	Word Processor II	\$35.01
01613	Word Processor III	\$37.02
LABOR CODE	LABOR CATEGORY TITLE	FINAL GSA RATE
21040	Material Laborer (Material Handler I)	\$27.19
21030	Material Coordinator (Material Handler II)	\$43.98



LABOR CATEGORY TITLE	FINAL GSA RATE
Shipping/Receiving Agent	\$49.18

Rates are net – discounts have been deducted and IFF included

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.



ATTACHMENT II: LABOR CATEGORIES

01011 ACCOUNTING CLERK I

Functional Responsibility: This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures.

Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 0-1 years' experience.

01012 ACCOUNTING CLERK II

Functional Responsibility: This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 1-3 years' experience.

01013 ACCOUNTING CLERK III

Functional Responsibility: The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 3-5 years' experience.



01020 ADMINISTRATIVE ASSISTANT

Functional Responsibility: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 1-3 years' experience.

01051 DATA ENTRY OPERATOR (DATA ENTRY CLERK) I

Functional Responsibility: This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 0-1 years' experience.

01070 DOCUMENT PREPARATION CLERK (DOCUMENT CONTROL SPECIALIST)

Functional Responsibility: This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine.

The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify the Reproduction Clerk II of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

Education and Minimum/General Experience: Requires High School Degree or equivalent.

01090 DUPLICATING MACHINE OPERATOR II (REPRODUCTION CLERK)

Functional Responsibility: This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs, preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

Education and Minimum/General Experience: Requires High School Degree or equivalent

01111 GENERAL CLERK (ADMINISTRATIVE CLERK) I

Functional Responsibility: This position follows clearly detailed specific procedures in



completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer program. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Education and Minimum/General Experience: Requires High School Degree or equivalent and 0-1 years' experience.

0112 GENERAL CLERK (ADMINISTRATIVE CLERK) II

Functional Responsibility: This position requires familiarity with the terminology of the office unit. The General Clerk II selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence depending on the task. Recognized problems are referred to others.

Education and Minimum/General Experience: Requires High School Degree or equivalent and 1-3 years' experience.

0113 GENERAL CLERK (ADMINISTRATIVE CLERK) III

Functional Responsibility: This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include assisting in a variety of administrative matters; maintaining a wide variety of financial and other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to:

1) choose among widely varying methods and procedures to process complex transactions and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Education and Minimum/General Experience: Requires High School Degree or equivalent and 3-5 years' experience.

01311 THRU 01313 SECRETARY I THRU III

Functional Responsibility: This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detail supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment requiring working knowledge of certain office software programs.

Secretary I requires High School Degree or equivalent; 0-1 years' experience