



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY AND SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The Internet address for *GSA Advantage!* is:
<https://www.GSAAdvantage.gov>.

00CORP – Professional Services Schedule
FSC Group: 00CORP
Contract Number – 47QRAA19D0012

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period – 11.15.2018 through 11.14.2023

Kokua Support Services Corporation
11828 Canon Blvd. Ste H
Newport News, VA 23606
Telephone: 757-243-8462

www.kssc corp.com

Small Business

SBA Certified Small Disadvantaged Business
INFORMATION FOR ORDERING ACTIVITIES:

1. Awarded Special Item Number: 871-3, 871-6 and 871-3RC, 871-6RC
2. Maximum Order: \$1M USD
3. Minimum Order: \$100 USD
4. Geographic Coverage: 48 States. DC
5. Points of Production: Newport News, VA
6. Prices herein are net
7. Quantity Discounts: N/A
8. Prompt Payment Terms: Net 30
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will Not Accept



10. Foreign Item: N/A
11. Delivery Time: 30 days ARO
12. FOB Points: Destination
13. Ordering Address:
Kokua Support Services Corporation
11828 Canon Blvd. Ste H
Newport News, VA 23606
14. Payment Address:
Kokua Support Services Corporation
11828 Canon Blvd. Ste. H
Newport News, VA 23606
Telephone: 757-243-8462
15. Warranty provision -Standard Commercial
16. Export packing charges-N/A
17. Terms and conditions of Gov't Credit Cards: Accept any above micro-purchase threshold.
18. Terms and Conditions of rental maintenance and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
- 20a. Terms and conditions for any other services (if applicable).
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventative maintenance: N/A
24. Special attributes such as environmental attributes: N/A
25. DUNS #: 016028602
26. Central Contractor Registration: Cage Code 1FNW7



Labor Category Descriptions for SIN 871-3 & 871-6:

Kokua's substitution methodology for all labor categories is one (1) year of additional experience equals one (1) year of education.

Job Title: Acquisition Program Analyst

Minimum/General Experience: 5 years

Functional Duties/Responsibility: Directs activities concerned with contracts for purchase or sale of equipment, material, products, or services. Examines estimates of material, equipment, and production costs, performance requirements, and delivery schedules to insure completeness, accuracy and compliance. Compiles data for preparing estimates. Prepares bids, process specifications, test and progress reports, and other exhibits that may be required. Review bids from other firms for conformity to contract requirements and determines acceptable bids. Negotiates contracts with customer or bidder. Acts as liaison between company and subcontracts or prime contractors.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:

Job Title: Administrative Assistant

Minimum/General Experience: 0 years

Functional Duties/Responsibility: Provides administrative support to executive staff with office management responsibilities including secretarial duties such as filing, scheduling appointments, making travel arrangements, maintaining budgets, etc. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Minimum Education: High School graduate

Required/Supplemental Certifications:

Job Title: Aircraft Engineer

Minimum/General Experience: 15 years

Functional Duties/Responsibility: Provide subject matter support aviation platforms. Successful performance requires knowledge of the aircraft level qualification requirements and ability to interface effectively with aircraft subsystems and systems developers and airworthiness qualification engineers. Provides senior expert level technical, analytical, and program management support for highly complex aircraft upgrade programs and service life extension programs. Interprets user requirements, develops concise, accurate performance specifications and solicitation documents. Estimates and evaluates cost and schedule and monitors vendor compliance with stated requirements. Suggests appropriate courses of action should technical problems arise or user requirements change.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:



Job Title: Budget Analyst

Minimum/General Experience: 2 years

Functional Duties/Responsibility: Work with program and project managers to develop the organization's budget. Review manager's proposed budget proposals for completeness, accuracy, and compliance with agency regulations. Consolidate program and department budgets into a consolidated organizational budget and review funding requests. Assist client managers in analyzing proposed plans and finding alternatives if the projected results are unsatisfactory. Monitor organizational spending to ensure it is within budget, inform program/project managers of the status and availability of funds. Estimate future financial needs.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:

Job Title: Budget Technician

Minimum/General Experience: 3 years

Functional Duties/Responsibility: Supports program managers and budget offices in the execution of the commitment, obligation, disbursement and expensing of funds that support production programs, sustainment programs, and applied research and development program by providing accurate commitment and obligation data. Responsibilities include accurate data entry; performance of budgetary and accounting tasks such as maintaining commitment/obligation ledgers; preparation of financial documents; and clear communication with analysts and management personnel.

Minimum Education: High School graduate

Required/Supplemental Certifications:

Job Title: Cost/Price Analyst

Minimum/General Experience: 2 years

Functional Duties/Responsibility: Conduct thorough review and complex cost analysis of cost proposals, document findings and recommendations and assist in preparing for contract negotiations. Provide analysis of all aspects of proposed costs. Maintain working knowledge of cost structures for all contract types, estimating methodologies, elements of direct and indirect cost. Advises on cost/price analysis report findings for should-cost studies; cost realism/probable cost analysis; and analyzes costs for allowability, allocability and reasonableness. Reviews and evaluates proposals for adequacy and compliance with laws and regulations. Forecasts price trends and economic factors using analytical techniques and models.

Minimum Education: Bachelor's degree desired

Required/Supplemental Certifications:



Job Title: Electrical Designer

Minimum/General Experience: 4 years

Functional Duties/Responsibility: Uses computer aided design software to design and draft diagrams for electrical systems. Models product assemblies for drawings. Drafts product assembly drawings for use in prototype and production fabrication. Follows up and collaborates with fabrication and installation teams to maintain design intent. Design work may be conducted independently or as a member of a larger team of designers and engineers.

Minimum Education: Associates degree

Required/Supplemental Certifications:

Job Title: General Clerk 2

Minimum/General Experience: 4 years

Functional Duties/Responsibility: Follows clearly detailed procedures in performing repetitive tasks in the same sequence. Responsibilities include filing pre-coded documents, operating office equipment, selecting appropriate methods from a variety of procedures, guides or manuals to perform tasks. Clerical steps may vary in type or sequence, depending on the task. Recognized problems are referred to others.

Minimum Education: High School Graduate

Required/Supplemental Certifications:

Job Title: General Clerk 3

Minimum/General Experience: 4 years

Functional Duties/Responsibility: Uses subject matter knowledge and judgement to complete clerical assignments consisting of numerous steps varying in nature and sequence. Duties include assisting in a variety of administrative matters, maintaining a variety of financial or other records, verifying data for accuracy and completeness, compiling information and handling questions or problems. Position may supervise lower level clerical positions.

Minimum Education: High School Graduate

Required/Supplemental Certifications:

Job Title: Information Assurance/Information Management Technician

Minimum/General Experience: 3 years

Functional Duties/Responsibility: Installs new software releases and system upgrades. Evaluates and installs patches, resolves software-related problems, and performs system backups and recovery. Maintains data files and monitors system configurations to ensure data integrity. Assists with the daily activities of configuration and the operation of business systems which may be mainframe, mini-, or client/server-based. Creates security documentation for the required phases of software development process. Develops and implements information assurance/security standards. Recommends information assurance/security solutions to support customers' information systems.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:



Job Title: **Integrator**

Minimum/General Experience: 4 years

Functional Duties/Responsibility: Provides technical, analytical, and program/project management support for a product's upgrade programs and service life extension programs. Interprets user requirements, develops concise, accurate performance specifications and solicitation documents. Estimates and evaluates cost and schedule and monitors vendor compliance with stated requirements. Suggest appropriate courses of action should technical problems arise or user requirements change.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:

Job Title: **Logistician**

Minimum/General Experience: 3 years

Functional Duties/Responsibility: Manage a product's life cycle from design to disposal. Oversees activities related to the allocation of materials, supplies and products. Develops relationships with, and facilitates communication between, suppliers and clients. Understand client's needs and how to meet them. Review logistical functions and identify areas for improvement. Propose strategies to minimize the cost or time required to transport goods in support of product platforms. Facilitates communication, balances schedules and funding as well as understand the technical aspects of the product and systems being supported. Interprets and refines user requirements as they relate to the sustainment process. Provides subject matter support for the development, integration and sustainment for all equipment. Provides recommendations as to maintenance concepts, initial provisioning, and sustainment spares as required for the product.

Minimum Education: Bachelor's degree in a technical field

Required/Supplemental Certifications:

Job Title: **Mechanical Designer**

Minimum/General Experience: 4 years

Functional Duties/Responsibility: Uses computer aided design software to design and draft diagrams suitable for prototype and full production of structures and hardware. Follows up and collaborates with fabrication and installation teams to maintain design intent. Design work may be conducted independently or as a member of a larger team of designers and engineers.

Minimum Education: Associates degree

Required/Supplemental Certifications:



Job Title: **Mechanical Engineer**

Minimum/General Experience: 8 years

Functional Duties/Responsibility: Conducts the analysis, design, testing, and documentation of various technical systems and provides technical support and subject matter expertise as requested. May troubleshoot and repair various systems; identify and document functional requirements of clients; and perform structural and design analyses of proposed equipment installation designs for various client sites. Integrates and designs electrical/electronic controls and mechanical systems; designs, fabricates, and installs various hardware and related systems; reviews, writes, and provides updates to technical documentation; may utilize CAD or other tools to develop mechanical and electrical drawings; and identifies and assists with documentation of functional requirements for assigned projects. May develop test plans according to various specifications and perform on-site system testing at client locations and report test results to client.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:

Job Title: **Mission Planning Analyst**

Minimum/General Experience: 5 years

Functional Duties/Responsibility: Provides technical, analytical, and program management support for client mission planning hardware and software systems. Assists in interpreting and refining user requirements, development of performance specifications and solicitation documents, and implementation of changes into Mission Planning applications.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:

Job Title: **Planning and Execution Manager**

Minimum/General Experience: 5 years

Functional Duties/Responsibility: Provides technical, analytical and program management support for client platforms to include upgrade and service life extension programs. Acts as a technical liaison between the client and product vendors. Interprets user requirements, develops performance specifications and solicitation documents. Estimates and evaluates cost and schedule and monitors vendor compliance with stated requirements. Conducts reviews and analyses aimed at improving efficiency and reducing cost and schedule risk to the client.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:

Job Title: **Program Manager**

Minimum/General Experience: 10 years

Functional Duties/Responsibility: Senior leader who utilizes supervisory and managerial skills to manage complex projects or programs from development to production ensuring client satisfaction. Demonstrates an ability to manage multiple projects simultaneously, providing guidance and direction for particular projects or tasks. Exercises expertise in the management and control of funds and resources.

Minimum Education: Bachelor's degree



Required/Supplemental Certifications:

Job Title: **Senior Project Manager**

Minimum/General Experience: 10 years

Functional Duties/Responsibility: Manages assigned projects and performs tasks in area of technical expertise; supervises assigned project staff and manages task performance; ensures that tasks under assigned projects are completed to the satisfaction of the client; ensures quality assurance of project deliverables; performs contract administration duties such as preparation of monthly status report, and task projections; and interacts with clients on a regular basis to determine customer requirements, program workload, project status, and/or client satisfaction.

Minimum Education: Bachelor's degree

Required/Supplemental Certifications:

Job Title: **Subject Matter Expert**

Minimum/General Experience: 10 years

Functional Duties/Responsibility: Provides high level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Researches and analyzes customer requirements. Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Applies expert knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Develops plans and project tasking, determines needs, investigates and resolves problems, interfaces with other functions and outside personnel.

Minimum Education: Bachelor's Degree

Required/Supplemental Certifications:

Job Title: **Supply Technician**

Minimum/General Experience: 0 years

Functional Duties/Responsibility: Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work generally involves individualized case problems or supply actions which require a good working knowledge of supply systems, programs, nomenclature, work methods, manuals or other guidelines. Assignments require an understanding of the needs of the organization supported with the analytical ability to define problems and take, or recommend, action based upon application of established guidelines.

Minimum Education: High School graduate

Required/Supplemental Certifications:



Job Title: **System Safety Analyst**

Minimum/General Experience: 3 years

Functional Duties/Responsibility: Provides technical expert level system safety support to include recognizing, investigating and assessing potential safety hazards. Establishes processes and procedures to ensure system safety is considered on a regular basis and that feedback from operators is captured and acted upon. Reviews, analyzes and interprets accident investigation reports and makes recommendations as to potential risk mitigation efforts that could be implemented. Plans, organizes, executes and documents results of periodic and emergency system safety working groups. Assists in gathering and analyzing accident investigative data, providing conclusions and recommendations.

Minimum Education: Master's degree desired

Required/Supplemental Certifications:

Job Title: **Test and Evaluation Analyst**

Minimum/General Experience: 4 years

Functional Duties/Responsibility: Provides subject matter test and evaluation support to include developing test plans and coordination of test activities including scheduling, planning, data collection and processing. Participate in Technical Meetings and Program Reviews. Develop and maintain Test and Evaluation Master Plans.

Minimum Education: Bachelor's degree desired

Required/Supplemental Certifications:

Job Title: **Word Processor 2**

Minimum/General Experience: 4 years

Functional Duties/Responsibility: Uses automated systems with assorted word software packages to produce a variety of documents such as correspondence, memos, publications, forms, reports, tables and graphs. May perform routine clerical tasks such as operating office equipment, filing, answering telephones, sorting and distribution of mail. Uses knowledge of software and specialized terminology to edit documents, transcribe reports, correct copy, questions document originator concerning missing information, etc.

Minimum Education: High School graduate

Required/Supplemental Certifications:

Job Title: **Word Processor 3**

Minimum/General Experience: 4 years

Functional Duties/Responsibility: Uses comprehensive knowledge of word processing software applications, office practices, and specialized terminology prepare complex and detailed documents such as technical reports which may include tables, graphs, charts, or multiple columns. Independently completes assignments and resolves problems.

Minimum Education: High School graduate

Required/Supplemental Certifications:

GSA Awarded Pricing

***Pricing Includes IFF**

| LABOR CATEGORY | GSA PRICE Year 1 | GSA PRICE Year 2 | GSA PRICE Year 3 | GSA PRICE Year 4 | GSA PRICE Year 5 |
|---|------------------|------------------|------------------|------------------|------------------|
| Acquisition Program Analyst | \$52.04 | \$53.13 | \$54.24 | \$55.38 | \$56.55 |
| Administrative Assistant ** | \$40.14 | \$40.98 | \$ 41.84 | \$42.72 | \$43.62 |
| Aircraft Engineer | \$111.72 | \$114.06 | \$116.46 | \$118.90 | \$121.40 |
| Budget Analyst | \$ 63.01 | \$64.33 | \$65.68 | \$67.06 | \$68.47 |
| Budget Technician | \$53.69 | \$54.81 | \$55.96 | \$57.14 | \$ 58.34 |
| Cost/Price Analyst | \$ 55.14 | \$56.29 | \$57.48 | \$58.68 | \$59.92 |
| Electrical Designer | \$ 85.27 | \$87.06 | \$88.89 | \$90.76 | \$92.66 |
| General Clerk 2 ** | \$ 26.90 | \$27.46 | \$28.04 | \$28.63 | \$29.23 |
| General Clerk 3 ** | \$ 27.06 | \$27.63 | \$28.21 | \$28.81 | \$29.41 |
| Information Assurance/Information Management Technician | \$74.66 | \$76.23 | \$77.83 | \$79.46 | \$81.13 |
| Integrator | \$93.72 | \$95.69 | \$97.70 | \$99.75 | \$101.85 |
| Logistician | \$66.95 | \$68.35 | \$69.79 | \$71.25 | \$72.75 |
| Mechanical Designer | \$85.27 | \$87.06 | \$88.89 | \$90.76 | \$92.66 |
| Mechanical Engineer | \$95.48 | \$97.49 | \$99.53 | \$101.62 | \$103.76 |
| Mission Planning Analyst | \$93.72 | \$95.69 | \$97.70 | \$99.75 | \$101.85 |
| Planning and Execution Manager | \$84.28 | \$86.04 | \$87.85 | \$89.70 | \$91.58 |
| Program Manager | \$147.41 | \$150.51 | \$153.67 | \$156.89 | \$160.19 |
| Senior Project Manager | \$125.52 | \$128.15 | \$130.85 | \$133.59 | \$136.40 |
| Subject Matter Expert | \$107.60 | \$109.86 | \$112.16 | \$114.52 | \$116.92 |
| Supply Technician ** | \$39.46 | \$40.29 | \$41.13 | \$42.00 | \$42.88 |
| System Safety Analyst | \$86.63 | \$88.45 | \$90.31 | \$92.21 | \$94.14 |
| Test and Evaluation Analyst | \$86.63 | \$88.45 | \$90.31 | \$92.21 | \$94.14 |
| Word Processor 2 ** | \$26.90 | \$27.46 | \$28.04 | \$28.63 | \$29.23 |
| Word Processor 3 ** | \$36.07 | \$36.83 | \$37.60 | \$38.39 | \$39.20 |

| SCA Matrix SCA Eligible Contract | | |
|-------------------------------------|----------------------------------|----------------------------------|
| Labor Category | SCA Equivalent Code Title | WD Number |
| Administrative Assistant | 01020 - Administrative Assistant | 2015-4341, Rev 9, dated 7/3/2018 |
| General Clerk 2 | 01112 - General Clerk II | 2015-4341, Rev 9, dated 7/3/2018 |
| General Clerk 3 | 01113 - General Clerk III | 2015-4341, Rev 9, dated 7/3/2018 |
| Supply Technician | 01410 - Supply Technician | 2015-4341, Rev 9, dated 7/3/2018 |
| Word Processor 2 | 01612 - Word Processor II | 2015-4341, Rev 9, dated 7/3/2018 |
| Word Processor 3 | 01613 - Word Processor III | 2015-4341, Rev 9, dated 7/3/2018 |

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).