



## Kaizen Solutions Group, LLC

### GENERAL SERVICES ADMINISTRATION FEDERAL ACQUISITION SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 [GSAAdvantage.gov](http://GSAAdvantage.gov)

#### MULTIPLE AWARD SCHEDULE (MAS)

**SIN 54151S Information Technology Professional Services**

**SIN 54151HACS Highly Adaptive Cybersecurity Services (HACS)**

**SCHEDULE TITLE:** Information Technology Professional Services. Subcategory: IT Services

**SOLICITATION NUMBER:** 47QSMD20R0001

**CONTRACT PERIOD:** 11-04-2020 through 11-03-2025

**(AS MODIFIED May18, 2021)**

For more information on ordering from Federal Supply go to this website: [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

**CONTRACTOR:** Kaizen Solutions Group, LLC  
8 Market Place, Suite 806, Baltimore, MD 21202  
Phone number: (443) 998-9008  
E-Mail: [sales@kaizensg.com](mailto:sales@kaizensg.com)

**CONTRACTOR'S ADMINISTRATION SOURCE:** Shariff Mohsin, Managing Partner  
8 Market Place, Suite 806,  
Baltimore, MD 21202  
Phone number: (202) 525-9575  
E-Mail: [smohsin@kaizensg.com](mailto:smohsin@kaizensg.com)

**BUSINESS SIZE:** Small Business

#### CUSTOMER INFORMATION:

#### 1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS

SIN	DESCRIPTION
54151S/STLOC	Information Technology Professional Services
54151HACS (sub categories HVA, RVA, and PT)	Highly Adaptive Cybersecurity Services <ul style="list-style-type: none"><li>- High Value Asset Assessments</li><li>- Risk and Vulnerability Assessment</li><li>- Penetration Testing</li></ul>



- 1b. **Lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** See Price List.
  
- 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:** See page 4 through 5.
  
2. **MAXIMUM ORDER:** SINS 54151S/54151HACS/STLOC: \$500,000
3. **MINIMUM ORDER:** \$100
  
4. **GEOGRAPHIC COVERAGE:** W-Worldwide.
  
5. **POINT(S) OF PRODUCTION:** 8 Market Place, Suite 806, Baltimore, MD 21202.
  
6. **DISCOUNT FROM LIST PRICES:** Basic discount of 1.50% from the commercial price list. Negotiated discount has been applied and the IFF has been added.
  
7. **QUANTITY DISCOUNT(S):** None.
  
8. **PROMPT PAYMENT TERMS:** Information for Ordering Offices: A 1% discount will be offered for payments Net 10 Days.
  
- 9.a **Government Purchase Cards must be accepted at or below the micro-purchase threshold.**
- 9.b **Government Purchase Cards [are] accepted above the micro-purchase threshold.**
  
10. **FOREIGN ITEMS:** None.
  
- 11a. **TIME OF DELIVERY:** As negotiated at the Task Order level.
- 11b. **EXPEDITED DELIVERY:** As negotiated at the Task Order level.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A.
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
  
12. **FOB POINT:** Destination.



- 13a. **ORDERING ADDRESS:** 8 Market Place, Suite 806, Baltimore, MD 21202.
- 13b. **ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage.
- 14. **PAYMENT ADDRESS:** 8 Market Place, Suite 806, Baltimore, MD 21202.
- 15. **WARRANTY PROVISION:** N/A.
- 16. **EXPORT PACKING CHARGES:** N/A.
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** See 9A and 9B.
- 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 AVAILABLE):** 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. **Section 508 Compliance for Electronic and Information Technology (EIT):** N/A.
- 25. **DUNS NUMBER:** 080177377
- 26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**  
Contractor has an Active Registration in the SAM database.



**GSA PRICE LIST**  
**SINS: 54151S/54151HACS/STLOC**

Labor Category	GSA PRICE
Subject Matter Expert II	208.41
Project Manager I	113.78
Project Manager II	148.07
Network Engineer II	129.02
Network Engineer III	153.83
IT Security Engineer II	153.83
IT Security Engineer III	183.61
Security Architect II	198.49
Systems Analyst I	79.40
Information Assurance Specialist II	153.83
Computer Systems Security Specialist II	125.67
Tech Writer I	67.16

**NOTES:**

1. Most Favored Customer's Discount or Discount Range (MFC) 0%
2. Basic Discount from Commercial Catalog = 1.5%; All prices include IFF of 0.75%
3. Quantity/Volume Discount 0%
4. Prompt Payment Terms: 1% discount for Net 10
5. This pricing is valid for all domestic locations including the fifty U.S. states, District of Columbia, and U.S. territories
6. Travel expenses are governed by the Joint Travel Regulations
7. Pricing for international locations can be provided at the task order level upon request
8. GSA Price represents both government and contractor site rates



## GSA LABOR CATEGORY DESCRIPTIONS

SINS 54151S/54151HACS/STLOC

### **Subject Matter Expert (SME) II**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Eight (8) years of relevant experience required. CISA, CRISC, CISSP, or any other relevant professional certification required.

**Responsibilities:** Provide technical knowledge and analysis of highly specialized applications, systems, and/or operational environments. Capable of high-level functional systems analysis, design, integration, documentation and implementation advice on moderately complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Apply principles, methods, and knowledge of subject matter of effective implementation. Apply principles, methods, and knowledge of the functional area of capability to specific call order requirements, advanced mathematical principles and methods to moderately difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at an automated solution. Assist other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in any or several of the following specialized areas: information systems architecture, networking, regulatory compliance, information assurance, telecommunications, automation, communications protocols, risk management, software, lifecycle management, software development methodologies, or modeling and simulation. Commensurate experience in IT and in new and related or older technology that directly relates to the required area of expertise.

### **Project Manager I**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Three (3) years of relevant experience required.

**Responsibilities:** A Project Manager I must have experience managing Information Technology related projects. Must be well versed in life-cycle and project management methodologies. Must have experience in tracking costs, schedule and performance progress. Must be able to identify and mitigate risks.

### **Project Manager II**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Six (6) years of relevant experience required.

**Responsibilities:** The Project Manager II supervises or directly manages and coordinates projects through all phases of the systems development life cycle, including planning, requirements analysis, design, development, testing, installation, and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness, and adherence to design concepts and user requirements. Has significant expertise in managing systems projects. Responsible for the timely execution of the various Task Order projects awarded under the master contract. Responsible for project planning, team composition, task allocation, task monitoring, task facilitation, risk management, disaster recovery. Maintain project status documentation, give regular updates to the account manager, give technical presentations to the client representatives and periodically attend status meetings with the client representatives.

### **Network Engineer II**



**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Six (6) years of relevant experience required.

**Responsibilities:** Resolves complex network problems. Addresses network security issues. Interfaces with all client levels. Presents recommendations on network interfaces and configurations. Participates in and may lead aspects of major network installations and upgrades. Works with vendors and network analysts as appropriate to resolve unusually complex network problems. Provides guidance to less experienced network administrators. Performs complex assignments with little guidance.

### **Network Engineer III**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Eight (8) years of relevant experience required.

**Responsibilities:** Leads teams to resolve complex network problems. Designs strategies to address network security issues. Interfaces with all client levels. Presents recommendations on network interfaces and configurations. Leads aspects of major network installations and upgrades. Works with vendors and network analysts as appropriate to resolve unusually complex network problems. Provides guidance to less experienced network administrators. Performs complex assignments with little guidance.

### **IT Security Engineer II**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Six (6) years of relevant experience required.

**Responsibilities:** Design, develop, engineer and implement solutions to security requirements. Responsible for the implementation and development of Agency IT security. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses that also include risk assessment. Provide support to plan, coordinate and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to IT systems. Provides daily supervision to and direction to staff. Ability to serve as Information System Security Office (ISSO).

### **IT Security Engineer III**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Eight (8) years of relevant experience required.

**Responsibilities:** Oversees the efforts of security staff to design, develop, engineer and implement solutions to security requirements. Responsible for the implementation and development of Agency IT security. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses that also include risk assessment. Provide support to plan, coordinate and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to IT systems. Provides daily supervision to and direction to staff. Ability to serve as Information System Security Office (ISSO). Participate in the development, implementation, and review of security controls for the systems under their purview; coordinate with system security staff to resolve security issues through system lifecycle; provide guidance and support to self-testing, security control assessment, preparation of Plan of Action and Milestones (POA&M), and development of continuous monitoring plans.



### **Security Architect II**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Six (6) years of relevant experience required.

**Responsibilities:** Provides technical and programmatic Information Assurance Services to internal and external customers in support of network and information security systems. Designs, develops and implements security requirements within an organization's business processes. Prepares documentation from information obtained from customer using accepted guidelines such as RMF (Risk Management Framework). Prepares test plans. Provides assessment and authorization (A&A) support in the development of security and contingency plans and conducts complex risk and vulnerability assessments. Analyzes policies and procedures against Federal laws and regulations and provides recommendations for closing gaps. Develops and completes system security plans and contingency plans. Recommends system enhancements to improve security deficiencies. Develops, tests and integrates computer and network security tools. Secures system configurations and installs security tools, scans systems in order to determine compliance and report results and evaluates products and various aspects of system administration. Conducts security program audits and develops solutions to lessen identified risks. Develops strategies to comply with privacy, risk management, and e-authentication requirements. Provides information assurance support for the development and implementation of security architectures to meet new and evolving security requirements. Evaluates, develops and enhances security requirements, policy and tools. Provides assistance in computer incident investigations. Performs vulnerability assessments including development of risk mitigation strategies.

### **Systems Analyst I**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Two (2) years of relevant experience required.

**Responsibilities:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support the Company's or clients application systems. Develops computer systems specifications that address business requirements and that fit with the organization's system architecture standards. Establishes and documents system parameters and formats, ensures hardware and software systems compatibility and coordinates and/or modifies system parameters in terms of existing and projected computer capacity and capabilities. Revises existing systems and procedures to correct deficiencies and maintain more effective data handling, conversion, input/output requirements, and storage. Analyzes user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. Defines the goals of the system and devises flow charts and diagrams describing logical operational steps of programs. Serves as the information resource for client users; including determination of the most appropriate data source, providing or arranging application-based report writing, or educating users to retrieve the information themselves. Acts as primary contact for all application systems problems. Analyzes and documents problems, recommends solution, initiates corrective actions. Coordinates application enhancements to existing computer systems, including analysis, design specifications and liaison between vendors and clients.

### **Information Assurance Specialist II**

**Minimum Education:** BA/BS Degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

**Minimum Experience:** Four (4) years of relevant experience with at least two years of relevant experience.

**Responsibilities:** Under general supervision, uses current information security technology disciplines and practices to ensure the confidentiality, integrity and availability of corporate information assets in accordance with established standards and procedures. Capable of conducting tasks related to regulatory compliance checks and attestation activities. Develops and maintains a knowledge base on changing regulatory, threat, and technology landscapes to continually develop or maintain security policies and standards and ensure compliance throughout the organization. Additional responsibilities may include:



- Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems
- Designs, develops, engineers, and implements solutions that meet network security requirements
- Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle
- Performs systems analysis of computer and networking systems

### **Computer Systems Security Specialist I**

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline.

**Minimum Experience:** Four (4) years of relevant experience required.

Security +, CISA, CRISC, CISSP, or any other relevant professional certification preferred.

**Responsibilities:** Analyze and define security requirements for Multilevel Security (MLS) issues. Design, develop, engineer, and implement solutions to MLS requirements. Research and evaluate technology, gather and organize technical requirements in order to engineer IT solutions to meet an organization's mission goals and needs. In addition, maintain existing security products and evaluate on-going programs in the MLS arena. Perform risk analysis, which also includes risk assessment. Develop security standards.

### **Tech Writer I**

**Minimum Education:** Associate's Degree in English, Journalism, Communications, or some technical degree in Engineering or IT. Two (2) years of IT industry experience may be used to substitute for lack of a formal degree.

**Minimum Experience:** One (1) year of general IT experience and direct experience analyzing, developing, and communicating customer information technology or business process requirements.

**Responsibilities:** Responsible for assisting in collecting and organizing information required for preparation of information security policies, standards, best practice guides, periodic status reports, system specifications, requirement documents, user's manuals, and/or training materials. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.







BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s), Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- 1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- 2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- 3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- 4) This BPA does not obligate any funds.

- 5) This BPA expires on, or at the end of the contract period, whichever is earlier.

- 6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- 7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- 8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- a) Name of Contractor;
- b) Contract Number;
- c) BPA Number;
- d) Model Number or National Stock Number (NSN);



- e) Purchase Order Number;
  - f) Date of Purchase;
  - g) Quantity, Unit Price, and Extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - h) Date of Shipment.
- 9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- 10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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## **BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirement(s).

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers’ needs, or K
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make the best value selection.