

General Service Administration

FEDERAL SUPPLY 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 GSA Advantage!® is: GSAAdvantage.gov

Multiple Award Schedule (MAS)



Federal Supply Classification Group	Office Management: Office Services
MAS Contract Number	47QREA23D0024
Contract Period	May 19, 2023, through May 18, 2028
Business Size	Small

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CAS Consultants Inc.

Address: 7201 N. Classen, Suite 201 Oklahoma City, OK 73116

Phone: 405-463-3373

Fax: 405-463-3374

<https://casconsultants.net/>

Email: ccurley@casconsultants.net

Contract Administrator: Cynthia Curley

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For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

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1 CUSTOMER INFORMATION

1A) AWARDED SPECIAL ITEM NUMBER(S) WITH CROSS-REFERENCE TO ITEM DESCRIPTIONS AND AWARDED PRICE(S)

SIN	SIN Title	SIN Description
561320SBSA	Temporary Staffing (SBSA)	Includes temporary administrative and professional staffing (Total Small Business Set Aside). This SIN is set aside for small business concerns only. Includes the following Occupational Classifications: Information and Arts, Education and Training Occupations, Technical, Scientific, Legal, Medical, Protective and Professional Occupations; General, Trade, Facility Services and Support; Automatic Data Processing (IT) Occupations; Administrative, Management and Clerical Occupations all classifications (with and/or without security clearances, i.e., Secret, Top Secret, and Top Secret SCI). Temporary staff can work a short time, or from an initial 120 workdays up to a maximum 240 workdays.
OLM	Order Level Materials (OLMs)	OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level. See 13b for ordering procedures.

1B) SCA PRICING TABLE

Labor Category	Contractor or Customer Facility or Both	May 19 2023 - May 18 2024 Year 1	May 19 2024 - May 18 2025 Year 2	May 19 2025 - May 18 2026 Year 3	May 19 2026 - May 18 2027 Year 4	May 19 2027 - May 18 2028 Year 5
Customer Service Representative I	Both	\$31.11	\$32.36	\$33.65	\$35.00	\$36.40
Customer Service Representative II	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
Data Entry Operator I	Both	\$31.67	\$32.93	\$34.25	\$35.62	\$37.05
Data Entry Operator II	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
General Clerk I	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
General Clerk II	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
Secretary I	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
Secretary II	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
Switchboard Operator/Receptionist	Both	\$31.40	\$32.65	\$33.96	\$35.32	\$36.73
Travel Clerk I	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
Travel Clerk II	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
Word Processor I	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
Word Processor II	Both	\$38.87	\$40.43	\$42.04	\$43.73	\$45.47
Administrative Assistant	Both	\$63.53	\$66.07	\$68.71	\$71.46	\$74.32

Educational Technologist	Both	\$83.07	\$86.40	\$89.85	\$93.45	\$97.18
Technical Instructor	Both	\$63.53	\$66.07	\$68.71	\$71.46	\$74.32
Technical Instructor/Course Developer	Both	\$87.96	\$91.48	\$95.14	\$98.94	\$102.90
Environmental Technicians	Both	\$48.08	\$50.00	\$52.00	\$54.08	\$56.25

SCA LABOR CATEGORIES MATRIX

The Service Contract Labor Standards, 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 this 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).

SIN	SCA Eligible Contract Labor Category	SCA Equivalent Code Title	Wage Determination
561320SBSA	Administrative Assistant	01020 Administrative Assistant	2015-5419
561320SBSA	Customer Service Representative I	01041 Customer Service Representative I	2015-5419
561320SBSA	Customer Service Representative II	01042 Customer Service Representative II	2015-5419
561320SBSA	Data Entry Operator I	01051 Data Entry Operator I	2015-5419
561320SBSA	Data Entry Operator II	01052 Data Entry Operator II	2015-5419
561320SBSA	Technical	30090 Environmental Technicians	2015-5419
561320SBSA	General Clerk I	01111 General Clerk I	2015-5419
561320SBSA	General Clerk II	01112 General Clerk II	2015-5419
561320SBSA	Secretary I	01311 Secretary I	2015-5419
561320SBSA	Secretary II	01312 Secretary II	2015-5419
561320SBSA	Switchboard Operator/Receptionist	01460 Switchboard Operator/Receptionist	2015-5419
561320SBSA	Technical Instructor	15090 Technical Instructor	2015-5419
561320SBSA	Technical Instructor/Course Developer	15095 Technical Instructor/Course Developer	2015-5419
561320SBSA	Travel Clerk I	01531 Travel Clerk I	2015-5419
561320SBSA	Travel Clerk II	01532 Travel Clerk II	2015-5419
561320SBSA	Word Processor I	01611 Word Processor I	2015-5419
561320SBSA	Word Processor II	01612 Word Processor II	2015-5419

1C) SCA LABOR CATEGORY DESCRIPTION

01020 ADMINISTRATIVE ASSISTANT

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.

Minimum Education: High School Diploma

01041 CUSTOMER SERVICE REPRESENTATIVE I

The Customer Service Representative (CSR) provides information and solutions in response to inquiries pertaining to products, services and/or customer complaints. Duties may include, but are not limited to, accessing databases to retrieve and/or record information such as customer complaints or orders; responding to customer complaints or inquiries; taking orders for products or merchandise; calculating charges; processing billing or payments; processing customer claims; handling returns, refunds, and exchanges; keeping records of customer interactions; and updating customer account information. This position also receives, comprehends, provides, and responds to routine informational inquiries and service requests through the use of various communication technologies including but not limited to telephones, e-mail, facsimile, postal mail, and the internet.

Minimum Education: High School Diploma

01042 CUSTOMER SERVICE REPRESENTATIVE II

The Customer Service Representative (CSR) provides information and solutions in response to inquiries pertaining to products, services and/or customer complaints. Duties may include, but are not limited to, accessing databases to retrieve and/or record information such as customer complaints or orders; responding to customer complaints or inquiries; taking orders for products or merchandise; calculating charges; processing billing or payments; processing customer claims; handling returns, refunds, and exchanges; keeping records of customer interactions; and updating customer account information. In addition, CSR II is responsible for responding to escalated and more complex inquiries on a broader scope of topics. Tasks may require simple adaptation and interpretation of provided reference materials.

Minimum Education: High School Diploma

01311 DATA ENTRY OPERATOR I

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Minimum Education: High School Diploma

01132 DATA ENTRY OPERATOR II

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents.

Minimum Education: High School Diploma

01115 GENERAL CLERK I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Minimum Education: High School Diploma

01116 GENERAL CLERK II

Follows a number of 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, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Minimum Education: High School Diploma

01311 SECRETARY I

Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

- Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
- As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
- Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
- Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Minimum Education: High School Diploma

01312 SECRETARY II

Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- Screens telephone calls, visitors, and incoming correspondence; personally, responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
- Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
- Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
- Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;
- Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

Minimum Education: High School Diploma

01460 SWITCHBOARD OPERATOR-RECEPTIONIST

Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

Minimum Education: High School Diploma

01531 TRAVEL CLERK I

This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel.

The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Minimum Education: High School Diploma

01532 TRAVEL CLERK II

Travel Clerk II performs all the duties of Travel Clerk I however the travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides.

Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations.

Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.

Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

Minimum Education: High School Diploma

01611 WORD PROCESSOR I

Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Minimum Education: High School Diploma

01612 WORD PROCESSOR II

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as:

- Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.
- Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.

Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

Minimum Education: High School Diploma

15060 EDUCATIONAL TECHNOLOGIST

The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.

Minimum Education: Bachelor's degree: Bachelor's degree is equal to a Associate's Degree plus three years relevant experience, or six years relevant experience.

15090 TECHNICAL INSTRUCTOR

The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real-world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

Minimum Education: Bachelor's degree: Bachelor's degree is equal to a Associate's Degree plus three years relevant experience, or six years relevant experience.

15095 TECHNICAL INSTRUCTOR/COURSE DEVELOPER

The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test item.

Minimum Education: Bachelor's degree: Bachelor's degree is equal to a Associate's Degree plus three years relevant experience, or six years relevant experiences.

30090 ENVIRONMENTAL TECHNICIAN

"The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.

This worker collects samples of gases from smokestacks and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.

Minimum Education: Bachelor's degree: Bachelor's degree is equal to a Associate's Degree plus three years relevant experience, or six years relevant experiences.

2. MAXIMUM ORDER

Maximum order limit is \$0.00.

3. MINIMUM ORDER

Minimum order limit is \$1,000.00.

4. GEOGRAPHIC COVERAGE

V - 48 States, DC.

5. POINT(S) OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY)

Not Applicable

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE

None

7. QUANTITY DISCOUNTS

None

8. PROMPT PAYMENT TERMS

Net 30 days upon receipt of invoice

9. A). GOVERNMENT PURCHASE CARDS AT OR BELOW THE MICRO-PURCHASE THRESHOLD

Government credit cards will be accepted for orders at or below the micro-purchase threshold.

B). GOVERNMENT PURCHASE CARDS ABOVE THE MICRO-PURCHASE THRESHOLD.

Government credit cards will be accepted for orders above the micro-purchase threshold.

10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN)

Not Applicable

11. A). TIME OF DELIVERY BY NUMBER OF DAYS.

Time of delivery will be determined at task order delivery date.

B). EXPEDITED DELIVERY

To be determined at the task order level.

C). OVERNIGHT AND 2 DAY DELIVERY

To be determined at the task order level.

D). URGENT REQUIREMENTS

To be determined at the task order level.

12. F.O.B. POINT(S)

Destination

13. A). ORDERING ADDRESS

7201 N. Classen Blvd
Suite 201
Oklahoma City, Oklahoma 75116
Phone: 405-463-3373
Fax: 405-463-3374
Email: casgsa@casconsultants.net

B). ORDERING PROCEDURES

We adhere to the ordering procedures found in the Federal Acquisition Regulation (FAR) 8.405-3

The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.gsa.gov/schedules>)

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee.
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

14. PAYMENT ADDRESS(ES)

Payment via Wire Transfer

Financial Institution:

Chase Bank

9-Digit ABA routing number: see invoice

Account number: see invoice.

Payment via Check/U.S. Mail

CAS Consultants Inc

P.O. Box 58155

Oklahoma City, OK 73157

15. WARRANTY PROVISION

Not Applicable

16. EXPORT PACKING CHARGES, IF APPLICABLE

Not Applicable

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

Government Purchase Cards will be acceptable for payments. No special terms and conditions and bank account information will be shown on the invoices.

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

Repair parts indicating date of parts price lists and any discounts from list prices are Not Applicable to this contract.

A). TERMS AND CONDITIONS FOR ANY OTHER SERVICES

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

Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) are Not Applicable to this contract.

B). SECTION 508 COMPLIANCE INFORMATION

If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov.

25. Data Universal Number System (DUNS) number & UEI

DUNS: 169516312

Unique Entity ID (UEI): XGYFHWKS8RJ5

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

CAS Consultants is registered and active in System for Awards (SAM) database.

2 THE CAS DIFFERENCE

What sets CAS apart? Our commitment to excellence

CAS is an SBA certified woman-owned firm that has delivered services to the federal government and Department of Defense for over 16 years. CAS has consistently demonstrated commitment to providing our clients with unrivaled value and service through superior performance. We have implemented efficiency and innovations to provide quality of service, cost control, timeliness of performance, and employee retention. We are committed to continually challenging our processes and systems to improve our operational performance, efficiency, effectiveness, and customer satisfaction.

CAS's proven performance on crucial/complex multimillion-dollar contracts, validates our historical and current dedication and commitment to delivering the highest quality of services to GSA customers. This service dedication and commitment is evident in the way we do business where we promote excellence as well as continuous improvement. Our combined commitment to our customers is based on the idea that working together will help us maintain our quality of service, scheduling criterion, business relationships, and management of our employees and contracts.

CAS's proven program management approach to performing on the GSA contract is the same methodology we employ with each undertaking, and that is to achieve excellence. In order to achieve consistent high-performance results, realize efficiencies, and reduce costs, we deploy our established and proven management approach. Our management approach encompasses task performance, schedule, cost, and quality criteria across the management phases of a project: planning, organizing/staffing, directing, and controlling.

Our business relationship with all GSA customers will be as a partner because working together with our customers is paramount for continued success. This partnering relationship is part of our makeup and is embedded in how we do things, resulting in continuously performing well in all areas. CAS is in the service industry, providing a varied amount of services to government and private entities with only one binding trait – **our commitment to excellence.**