

Master Key Consulting is a Business and Technical Consulting firm focused on providing the best solutions to support our clients requirements. Since its founding in 2001, Master Key has provided reliable and value-added business, IT, and management services to our clients in both the public and private sectors. Our clients rely on us for innovative, dependable, and user-friendly solutions that deliver results—on schedule and within budget.

ABOUT OUR COMPANY

- Established in 2001
- Top Secret Facility Clearance
- DCAA approved time & attendance accounting system
- One hundred plus full-time employees
- Full back-office functions (HR, finance, operations, etc.)
- ISO 9001:2008 certified quality management system (QMS)
- American Indian Owned
- Small Disadvantaged Business

AWARDS AND RECOGNITION

- 2009 and 2010: NIH: Office of Extramural Research: Positive Impact Award
- 2008 and 2010: NIH: Division of Extramural Activities Support: Directors Award
- 2009: Department of Homeland Security, FEMA: Letter of Commendation
- 2008 to Present: Department of Justice, Office of Justice Programs: Numerous Letters of Commendation
- 2008 to Present: Department of Interior, Bureau of Indian Affairs: Numerous CIO Letters of Commendation

DUNS NUMBER

- 009934642

CAGE CODE

- 1TQG8

CONTACT INFORMATION

- 4915 St. Elmo Avenue
Suite 500
Bethesda, MD 20814
- Main: 301.907.8789
- Fax: 240.235.3748
- www.masterkeyconsulting.com

Ordering Guide 8(a) STARS II, Constellation I Governmentwide Acquisition Contract

SUMMARY: The 8(a) Streamlined Technology Application Resources for Services II (STARS II) Governmentwide Acquisition Contract (GWAC) is a Multiple Award Indefinite Delivery Indefinite Quantity (IDIQ) contract to provide information technology (IT) and IT Services-based solutions which may include the integration of ancillary support which is necessary and integral to the IT services being acquired. STARS II is reserved for qualifying Small Business Administration certified 8(a) prime contractors with competitive prices.

Whom May Use STARS II: Any Federal Government agency may use STARS II.

Ordering: Ordering is decentralized. Orders must be placed with a warranted Federal Contracting Officer (CO) whom has a STARS II delegation of procurement authority. If a fixed-price order type is not used, the FAR requires contracting officers to prepare a determination and findings that no other contract type is suitable. Hardware, software, and services may be procured as part of an integrated solution.

Directed Awards: The STARS II program allows for both directed and competitively procured awards.

- Directed orders of less than \$4,000,000 (per FAR 19.804-6) are authorized to awardees.
- Competition is required for Task and Delivery Orders in excess of \$4,000,000.

Order Types: Authorized STARS II order types available under this GWAC are:

- Fixed-Price Family (FAR 16.2)
- Time & Materials (FAR 16.6)
- Labor-Hour (FAR 16.6)
- Incentives (FAR 16.4)

Master Key Award: The Master Key contract period runs through 30 August 2016. Master Key's STARS II contract number GS-06F-0776Z. The Master Key STARS II award supports the following NAICS:

- 541511 - Custom Computer Programming Services
- 541512 - Computer Systems Design Services
- 541513 - Computer Facilities Management Services
- 541519 - Other Computer Related Services

Quick Links:

- Ordering guide: http://www.gsa.gov/portal/content/209173#_Ordering_guide
- Contract: http://www.gsa.gov/portal/content/209173#_Contract
- Marketing materials: http://www.gsa.gov/portal/content/209173#_Marketing_materials
- Brochure: <http://www.gsa.gov/graphics/fas/S2Brochure.pdf>

Contract Path Options

This section outlines the various options that can be used to get to Master Key via the STARS II contract vehicle. Select the option that best meets your specific timeframe and resource requirements.

Option 1 - Agency Self Management Process

Overview: In this option an Agency utilizes a contract shop of their own choosing. This step requires that the Agency contract officer receive a STARS II Delegation of Procurement Authority (DPA) from GSA. Award timeline is agency dependent.

Contacting Steps:

1. Government lead identifies requirements
2. Agency requirements approved as appropriate
3. Agency contract shop engaged
4. Agency contracts shop obtains DPA
5. SOW, IGCE, MIPR (funding docs), etc. sent to CO
6. STARS II CO executes contract actions
7. Award issued to Master Key Consulting

Point of Contact (For DPA or STARS II Questions):

- Misty J. Claypole
- Contracting Officer
- GWAC Contracting Operations Branch C (QTACC)
1500 E. Bannister Road
Kansas City, MO 64131
- Phone: 816.823.3346
- Email: s2@gsa.gov or misty.claypole@gsa.gov
- Website: www.gsa.gov/8astars2

Option 2 – GSA Executed Contract Actions

Overview: In this option GSA Assisted Acquisition Services processes STARS II acquisitions. No Delegation of Procurement Authority is required as GSA contracting officers supporting this options have already received a delegation. GSA charges approximately 3% to 5% (negotiable) for this service. Award timeline is approximately six weeks from acquisition initiation.

Contacting Steps:

1. Government lead identifies requirement
2. Agency requirements approved as appropriate
3. Agency engages GSA Acquisition Services
4. SOW, IGCE, MIPR (funding docs), etc. sent to CO
5. STARS II CO executes contract actions
6. Award issued to Master Key Consulting

GSA Point of Contact:

- Tom Barroso
- Director, Strategic Business Management
- GSA/Federal Acquisition Service
National Capital Region
7th and D Streets, SW Room 6602
Washington, DC 20407
- Phone: 202.401.4636
- Mobile: 202.360.5552

Option 3 – DISA/DITCO Acquisition Package Submission Process

Overview: In this option DISA DITCO processes STARS II acquisitions. No Delegation of Procurement Authority is required as DISA contracting officers supporting this options have already received a delegation. DITCO charges approximately 2% for this service. Award timeline is approximately 95 to 120 days weeks from acquisition initiation.

Contacting Steps:

1. Government lead identifies requirements
2. Agency requirements approved as appropriate
3. Complete "Requirements Ordering Instructions" found at URL below
4. Send package to DITCOITReq@disa.mil
5. Engage DITCO CO
6. CO executes contract actions
7. Award issued to Master Key Consulting

DITCO Point of Contact:

- Steven W. Francoeur
- Contracting Officer
- DISA/DITCO/PL8313
- Phone: 618.229.9672
- DSN: 779.9672
- Fax: Ext 9177
- Email: steven.w.francoeur.civ@mail.mil

Links: www.ditco.mil/contracts/IT-instruct.asp