

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule FSS* *Terms and Conditions*

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: <https://www.GSAAdvantage.gov>.



CITIZEN MUSE INC

Multiple Award Schedule (MAS)

FSC Group: Professional Services

Class: R499

Contract Number: 47QRAA27D0002

Contract Period: 10/6/2026 – 10/5/2031

Contractor: Citizen Muse Inc.
4859 Friar Tuck Avenue
Las Vegas, NV 89130

Business Size: Serviced Disabled Veteran-Owned Small Business (SDVOSB)

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

CUSTOMER INFORMATION

Contract Administration: Travis Authier
Telephone: 571-388-7250
Fax Number: 270-203-0587
Website: www.citizenmuse.net
E-mail: tauthier@citizenmuse.net

1. Estimated Award Value: \$80000000

- Base Period: \$20000000
- Option Period 1: \$20000000
- Option Period 2: \$20000000
- Option Period 3: \$20000000

2. **Solicitation Number:** 47QSMD20R0001
3. **Contract Period:** October 6, 2026 through October 5, 2031
4. **Business Size:** Small Business
5. **Business Types:**

Business Type	Description
LJ	LJ – Limited Liability Company
2X	2X – For-Profit Organization
QF	QF – Service-Related Disabled Veteran Owned
A5	A5 – Veteran Owned Business

6. **Subcontracting Plan Type:** N/A **and Expiration:** N/A
7. **Escalation Rates:**
 - GSAM 538.270-4(a)(1) - Adjustments based on 3% fixed annual escalation rates.
8. **IFF Statement:**
 - 552.238-80 Industrial Funding Fee and Sales Reporting (JUL 2020)
9. **Minimum Order Limit:** \$100
10. **Maximum Order Limit:** \$1000000
11. **Geographic Coverage:**
 - Worldwide for SINS 541611, 561110, 541110, 541219
12. **Prompt payment Discounts:**
 - Net 30 days
 - Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
 - Volume / Quantity Discounts - None.
13. **Items Awarded:**

SIN	Description	Large Category	Subcategory
541611	Management and Financial Consulting, Acquisition and Grants Management Support, Business Program and Project Management	Professional Services	Business Administrative Services
541219	Budget and Financial Management Services	Professional Services	Financial Services
541110	Professional Legal Services	Professional Services	Legal Services
561110	Office Administrative Services	Office Management	Office Services
OLM	Order Level Materials	N/A	N/A

14. Awarded Labor Categories:

Labor Category Descriptions				
Labor Category	NAICS	Description	Years Experience	Education
Manager I	561110 541110 541611 541219	Provides strategic advisory and management support for a portfolio of programs and projects. Support may include supervising junior staff, managing productivity, analyzing processes, assisting with organizational assessments, conducting risk analyses, performing quality control and assurance audits, and managing performance across a wide range of functional disciplines, including but not limited to HR, finance, acquisition, legal, and other business support areas.	8	Bachelors
Manager II	561110 541110 541611 541219	Provides strategic advisory and management support for a portfolio of programs and projects. Support may include supervising junior staff, managing productivity, analyzing processes, assisting with organizational assessments, conducting risk analyses, performing quality control and assurance audits, and managing performance across a wide range of functional disciplines, including but not limited to HR, finance, acquisition, legal, and other business support areas.	10	Bachelors
Manager III	561110 541110 541611 541219	Provides strategic advisory and management support for a portfolio of programs and projects. Support may include supervising junior staff, managing productivity, analyzing processes, assisting with organizational assessments, conducting risk analyses, performing quality control and assurance audits, and managing performance across a wide range of functional disciplines, including but not limited to HR, finance, acquisition, legal, and other business support areas.	12	Bachelors
Consultant I	561110 541110 541611 541219	Provides advisory and assistance services, manages productivity and processes and possibly junior staff, and may assist with organizational assessments, audit preparation, program audits, risk analysis and risk management, and related performance improvement initiatives. Provides operational and functional support as required, based on mission needs.	6	Bachelors
Consultant II	561110 541110 541611 541219	Provides advisory and assistance services, manages productivity and processes and possibly junior staff, and may assist with organizational assessments, audit preparation, program audits, risk analysis and risk management, and related performance improvement initiatives. Provides operational and functional support as required, based on mission needs.	8	Bachelors
Consultant III	561110 541110 541611 541219	Provides advisory and assistance services, manages productivity and processes and possibly junior staff, and may assist with organizational assessments, audit preparation, program audits, risk analysis and risk management, and related performance improvement initiatives. Provides operational and functional support as required, based on mission needs.	10	Bachelors

Associate I	561110 541110 541611 541219	Delivers senior-level operational support. May oversee junior staff and provide functional support in areas including, but not limited to, legal, financial management, HR, acquisition, risk management, and quality control. May lead performance improvement initiatives and organizational assessments. Capable of managing stakeholder expectations and directing resources related to legal, HR, scheduling, budgeting, and other functional areas.	4	Bachelors
Associate II	561110 541110 541611 541219	Delivers senior-level operational support. May oversee junior staff and provide functional support in areas including, but not limited to, legal, financial management, HR, acquisition, risk management, and quality control. May lead performance improvement initiatives and organizational assessments. Capable of managing stakeholder expectations and directing resources related to legal, HR, scheduling, budgeting, and other functional areas.	6	Bachelors
Associate III	561110 541110 541611 541219	Delivers senior-level operational support. May oversee junior staff and provide functional support in areas including, but not limited to, legal, financial management, HR, acquisition, risk management, and quality control. May lead performance improvement initiatives and organizational assessments. Capable of managing stakeholder expectations and directing resources related to legal, HR, scheduling, budgeting, and other functional areas.	8	Bachelors
Specialist I	561110 541110 541611 541219	Provides technical guidance and operational support in areas such as administration, legal, finance, HR, and acquisition, with broad expertise in primary disciplines and working knowledge of others. Executes tasks within budget, schedule, and quality constraints while supporting advisory and project teams through research, data and risk analysis, legal support, and cost-benefit evaluations to deliver effective solutions for organizational and project-specific issues.	4	Bachelors
Specialist II	561110 541110 541611 541219	Provides technical guidance and operational support in areas such as administration, legal, finance, HR, and acquisition, with broad expertise in primary disciplines and working knowledge of others. Executes tasks within budget, schedule, and quality constraints while supporting advisory and project teams through research, data and risk analysis, legal support, and cost-benefit evaluations to deliver effective solutions for organizational and project-specific issues.	6	Bachelors
Specialist III	561110 541110 541611 541219	Provides technical guidance and operational support in areas such as administration, legal, finance, HR, and acquisition, with broad expertise in primary disciplines and working knowledge of others. Executes tasks within budget, schedule, and quality constraints while supporting advisory and project teams through research, data and risk analysis, legal support, and cost-benefit evaluations to deliver effective solutions for organizational and project-specific issues.	8	Bachelors

Analyst I	561110 541110 541611 541219	Provides administrative and legal support services, including clerical functions, data entry, payroll, recordkeeping, travel coordination, scheduling, notetaking, meeting management, correspondence drafting, supply requisitioning, eDiscovery, FOIA requests, legal holds, document acquisition, preparation, organization, analysis, and project management. Applies analytical and technical skills to support business, legal, and HR solutions by creating budget forecasts, conducting cost estimates and analyses, and documenting process flows.	1	High School Diploma
Analyst II	561110 541110 541611 541219	Provides administrative and legal support services, including clerical functions, data entry, payroll, recordkeeping, travel coordination, scheduling, notetaking, meeting management, correspondence drafting, supply requisitioning, eDiscovery, FOIA requests, legal holds, document acquisition, preparation, organization, analysis, and project management. Applies analytical and technical skills to support business, legal, and HR solutions by creating budget forecasts, conducting cost estimates and analyses, and documenting process flows.	2	High School Diploma
Analyst III	561110 541110 541611 541219	Provides administrative and legal support services, including clerical functions, data entry, payroll, recordkeeping, travel coordination, scheduling, notetaking, meeting management, correspondence drafting, supply requisitioning, eDiscovery, FOIA requests, legal holds, document acquisition, preparation, organization, analysis, and project management. Applies analytical and technical skills to support business, legal, and HR solutions by creating budget forecasts, conducting cost estimates and analyses, and documenting process flows.	4	High School Diploma
• Each year of relevant experience may be substituted for one year of higher education, and vice versa. • Education and Experiences may be substituted for each other as follows: Bachelors = 4 years; Masters = 6 years; Relevant Certifications = 2 Years. • Relevant professional experience includes, but is not limited to, business, finance, law, purchasing, contract administration, economics, accounting, planning, budgeting, and economics, and organizational management.				