

**General Terms and Conditions and Pricelist**

December 1, 2018 through November 30, 2023

Novus Capstone, LLC  
6495 Rattle Branch Rd  
Marshall, VA 20115

571-606-3763

[www.NovusCapstone.com](http://www.NovusCapstone.com)

# NOVUS CAPSTONE, LLC

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## *Details and Contact Information*

**DUNS Number:** 081244954

**CAGE Code:** Pending

**Business Size:** Small Veteran Owned and Operated Business

**Point of Contact:** Keith Harlow  
harlowk@NovusCapstone  
571-606-3763

## *Customer Information*

Novus Capstone, LLC, is a unique company operating at the crossroads of federal research and development institutions, intelligence and national security programs, and private sector entrepreneurialism. Novus Capstone was formed in 2017 as a veteran operated Limited Liability Company to provide focused research and consulting services to the federal national security community and its commercial and industry partners. Novus Capstone is distinctively talented at bringing entrepreneurialism and innovative thinking to national security programs. We enable our customers to overcome bureaucratic status quo to bring about revolutionary change.

- 1. Maximum Order:** \$1,000,000
- 2. Minimum Order:** \$100.00
- 3. Geographic Coverage (Delivery Area):** Domestic and international
- 4. Point(s) of production (city, county, and state or foreign country):** Same as Company address
- 5. Discount from list prices or statement of net price:** 1% over \$250,000.
- 6. Quantity discounts:** None offered
- 7. Prompt payment terms:** Net 30 Days
- 8. Notification that commercial credit cards and government purchase cards are accepted:** Accepted, plus processing fee of 2.5%
- 9. Time of Delivery:** Specified on the Task Order.
- 10. Overnight and 2-day delivery:** Contact the Contractor for rates for overnight and 2 day delivery.
- 11. Urgent Requirements:** Contact the Contractor's representative to affect a faster delivery.
- 12. Ordering Address:** Same as Company address
- 13. Payment Address:**  
Novus Capstone, LLC  
Northwest Federal Credit Union  
Routing Number: To be provided upon order  
Account Number: To be provided upon order

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## LABOR CATEGORIES

### NATIONAL SECURITY PROJECT MANAGER

Functional Responsibilities: Performs day-to-day management of classified or unclassified contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

Minimum Education: Bachelor's Degree

Minimum Experience: 12 years' experience

### SENIOR RESEARCH ANALYST

Functional Responsibilities: Provides research in wide range of topical areas and produces reports and findings.

Minimum Education: Bachelor's Degree

Minimum Experience: 14 years' experience

### NATIONAL SECURITY TECHNOLOGY TRANSITION ADVISOR

Functional Responsibilities: Provides technology transition advice and planning in research and invention exploration, disclosure, intellectual property, licensing, early development, and scale-up and deployment.

Minimum Education: Master's Degree

Minimum Experience: 20 years' experience

### NATIONAL SECURITY PROGRAM MANAGER

Functional Responsibilities: Provides oversight and executive level management to overall contract operations often involving multiple classified or unclassified projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides

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risk management, ensures quality management, monitors overall project and contract performance, etc.

Minimum Education: Bachelor's Degree

Minimum Experience: 14 years' experience

## NATIONAL SECURITY PROGRAM DIRECTOR/SENIOR ADVISOR

Functional Responsibilities: Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization.

Minimum Education: Master's Degree

Minimum Experience: 20 years' experience

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## LABOR CATEGORY RATES

Labor Category	Base Period				
	Year 1	Year 2	Year 3	Year 4	Year 5
National Security Project Manager	Call				
National Security Program Manager	Call				
Senior Research Analyst	Call				
National Security Technology Transition Advisor	Call				
National Security Program Director / Senior Advisor	Call				

## EDUCATION/EXPERIENCE SUBSTITUTION POLICY

We recognize that successful performance depends on having personnel with the right skills and experience. These skills and experience are acquired through a proper mix of education and professional experience. We have found that skills required to support advanced technology efforts, today's problems and tomorrow's challenges, are not always supported by the traditional combination of formal education and work experience. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reasonable price.

The following tables present substitution equivalencies for education and experience requirements.

Degree Requirement	Equivalent Experience Substitution
High School	GED
Associate	High School plus two years related experience
Bachelor's	High school plus four years related experience or Associate's degree plus two years related experience
Master's	Bachelor's degree plus two years related experience or Six years related experience