GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule FSS 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

Federal Supply Group**: IT Services**

Contract number: **47QTCA21D00CP**

Contract period: **July 22, 2021 – July 21, 2026**

Contractor information**: Professional Stewards Services (PSS), LLC**
150 Fayetteville
Street, Suite 2800,
#A113
Raleigh, NC 27601

Telephone#: **301.346.7217**
www.profstewards.com

Contract administration source
H. Wayne Bethea
Email: wbethea@profstewards.com
Telephone#: **301.346.2717**

Business size: Small Business
Business Types: 8a, HuBZone, Small Disadvantaged, Women Owned, Black Owned, Minority Owned

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

Price list current as of Modification PS-0009, effective January 30, 2024

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	SIN Description
54151S	Information Technology Professional Services
54151HACS	Highly Adaptive Cybersecurity Services (HACS)
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price and cite the areas to which the prices apply.

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. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. **Maximum order**:   54151S: $500,000.00
                       54151HACS: $500,000.00
                       541611: $1,000,000.00

3. **Minimum order**: $100.00

4. **Geographic coverage** (delivery area). Worldwide

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address above

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

7. **Quantity discounts**. 1.5% discount for all single orders over $300,000

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8. **Prompt payment terms**. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. **("0.5% net 20 days. 1% net 10 days.", Net 30)**

9.   **Foreign items (list items by country of origin):** None

10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

10b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Please Contact Contractor

10c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Please Contact Contractor

10d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery:** Please Contact Contractor

11. **F.O.B. Points(s):** Destination

12a. **Ordering Address(es):** Same as Contractor

12b.   **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13.   **Payment address(es):** 1300 Caraway Court, Suite 200, Largo MD

14.   **Warranty provision.:** Contractor's standard commercial warranty.

15.   **Export Packing Charges (if applicable):** Not Applicable

16.   **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable

17.   **Terms and conditions of installation (if applicable):** Not Applicable

18a.   **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable

18b.   **List of service and distribution points (if applicable):** Not Applicable

20.   **List of participating dealers (if applicable):** Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): [Identify as applicable] Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: https://www.Section508.gov/. Not Applicable

23. Unique Entity Identifier (UEI) number: GDP5MJ9SGP15

24. Notification regarding registration in System for Award Management (SAM) database: Registered

Labor Categories Pricing

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	54151S	IT Business Analyst	Both	$69.86	$71.26	$72.68	$74.13	$75.62
2	54151S	Quality Assurance Analyst	Both	$62.14	$63.39	$64.65	$65.95	$67.27
3	54151S	IT Customer Service Representative	Both	$42.31	$43.16	$44.02	$44.90	$45.80
4	54151S	IT Management Analyst	Both	$145.85	$148.76	$151.74	$154.77	$157.87
5	54151HACS	ISSO/Cyber SME	Both	$139.56	$142.35	$145.20	$148.11	$151.07
6	54151HACS	Cyber Management	Both	$69.86	$71.26	$72.68	$74.13	$75.62
7	541611	Program Manager II	Both	N/A	N/A	$190.17	$193.96	$197.84
8	541611	Business Analyst II	Both	N/A	N/A	$97.45	$99.40	$101.38
9	541611	Business Analyst III	Both	N/A	N/A	$125.99	$128.51	$131.08
10	541611	Subject Matter Expert	Both	N/A	N/A	$218.15	$222.51	$226.96

LABOR CATEGORY DESCRIPTIONS

SIN/SIN(s) Proposed	Labor Category/ Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience
54151S	IT Business Analyst	Responsible for discovering the underlying business needs to be addressed and information related to the product and project requirements, often through systems and business analysis and engagement with stakeholders. Designs, develops, implements, supports, and maintains applications based on business requirements using the various technology frameworks. Supports development of new and/or existing IT systems/software. Utilizes software development best practices. Identify and implement IT system improvements. Conducts and participates in client white-boarding sessions, workshops, design sessions, and project meetings as needed, playing a key role in client relations. Organizes, specifies, and models requirements to ensure they are complete and unambiguous. Documents the requirements in a format that can be shared with stakeholders. Ensures the requirements map to the real business need, are approved by all relevant stakeholders, and meet essential quality standards. Implements new technologies to dynamically scale infrastructure and builds and deploys code in a DevOps/DevSecOps development model. Develops and tests standard software applications and related programs and procedures to ensure they meet design requirements. Implements code fixes under the direction of software architects and senior developers.	Bachelors	Minimum 5 years of related experience
54151S	Quality Assurance Analyst	Responsible for supporting the planning, design, and execution of system testing on simple to complex implementations. Works collaboratively within the IT department and business units to execute and validate test cases based upon system requirements. Develops test plans, test cases, test scripts and test reports on multiple projects of varying size. Performs testing on various software and reporting systems. Validates that user expectations are achieved during the testing process. Ensures information complies with guidance and regulations. Assists in the development of various management, operations, and technical documents.	Bachelors	Minimum 3 years of related experience

SIN/SIN(s) Proposed	Labor Category/ Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience
54151S	IT Customer Service Representative	Responsible for setting up workstations with computers and necessary peripheral devices (routers, printers etc.). Installs and configures appropriate software and functions according to specifications. Develops and maintains local networks in ways that optimize performance. Ensures security and privacy of networks and computer systems. Provides orientation and guidance to users on how to operate new software and computer equipment. Supports the helpdesk function. Organizes and schedules upgrades and maintenance without deterring others from completing their work. Performs troubleshooting to diagnose and resolve problems (repair, debugging etc.). Maintains records/logs of repairs and fixes and maintenance schedules. Identifies computer or network equipment shortages and places orders. Provides inventory and asset management support.	Associates	Minimum 5 years of related Experience. Experience may be substituted with a bachelor's degree plus 3 years' experience.
54151S	IT Management Analyst	Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Provides on-site support. Leads teams on small to large projects. Oversees all aspects of projects. Provides information required to support Capital Planning and Investment Control (CPIC) activities and decision-making throughout the project life cycle. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities. Leads application development using both traditional and Agile development methodologies. Implement strategies to minimize, mitigate, or avoid identified and potential risks. Develops proactive contingency plans. Assesses infrastructure on a regular basis to ensure it continues to meet necessary demands. Manages daily operations of the IT department. Develops new strategies and IT procedures to increase efficiency, enhance workflow and improve customer satisfaction. Coordinates the needs of in-house IT experts and remote employees, vendors and contractors. Protects customer data from outside infiltration through encryption, secure data storage and other necessary means. Assists with the installation of new hardware and software and helps train employees on its use. Writes application software, conducts data analysis, ensures data access, develops data structures/databases, programs, tests and implements, technical and user documentation, software conversions; environments include but are not limited to	Bachelors	Minimum 10 years of related experience

SIN/SIN(s) Proposed	Labor Category/ Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience
		mainframe, mid-range, personal computers, laptop, and mobile; available to assist and/or lead in the design of program specifications and the implementation of software solutions.		
54151HACS	ISSO/Cyber SME	Responsible for protecting system boundaries and ensuring that IT systems, applications and network devices are hardened against threats. Supports the security operations as an advanced escalation point identifying and addressing potential information security incidents. Maintains the security and integrity of cyber systems and networks. Evaluates cyber threat operations, system vulnerabilities and threat profiles. Provides expertise in conducting research and evaluating intelligence with specific emphasis on network operations and cyber warfare tactics, techniques, and procedures focused on the threat to networked weapons platforms. Prepares assessments and cyber threat profiles of current events based on collection, research and analysis of classified and open-source information. Correlates threat data from various sources. Develops and maintains analytical procedures to meet changing requirements and ensure maximum operations. Researches and evaluates new technology, techniques, and threatening capabilities and tactics focused on the threat to information networks. Provides application analysis and data modeling design to collect data for centralized data warehouses. Evaluates cyber threat operations and system vulnerabilities and develops assessments, threat profiles and custom detection capabilities. Generates and reviews reports, briefings and recommendations to highlight these threats and possible resolutions.	Bachelors	Minimum 7 years of related experience
54151HACS	Cyber Management Analyst	Responsible for supporting the analysis of systems, programs, and/or planning activities. Researching and writing policies, procedures, and other technical documentation. Supporting analysis of IA/Cyber related programs and initiatives. Conducting security and risk assessments. Duties may also include the research and analysis in support of the design and development of relationships and solutions to resolve problems within the specialty area.	Bachelors	Minimum 2 years of Related experience

SIN/SIN(s) Proposed	Labor Category/ Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience
541611	Program Manager II	The program manager will organize, direct, and manage contract operation support functions, involving multiple complex and inter-related project tasks, manage teams of contract support personnel, and maintain and manage the client interface at the senior levels of the client organization. Program Manager will also meet with customer and contractor personnel to formulate and review Program Manager will also meet with customer and contractor personnel to formulate and review task plans and deliverable items, ensure conformance with program task schedules and costs, and establish and maintain technical and financial reports to show progress of projects to stakeholder management and customers. Program Manager will organize, delegate, and manage responsibilities to subordinates and oversee the successful completion of all assigned tasks. Bachelor's degree and 10 years of experience may be substituted for a high school diploma and 14 years of experience or an associate degree and 12 years of experience.	Bachelors	Minimum 10 years of related experience
541611	Business Analyst II	Evaluate government processes, anticipate requirements, uncover areas for improvement. Complete and update project documentation. Conduct meetings and presentations to share ideas and findings. Perform requirements analysis. Bachelor's degree and 5 years of experience may be substituted for a high school diploma and 9 years of experience or an associate degree and 7 years of experience.	Bachelors	Minimum 5 years of related experience
541611	Business Analyst III	Lead or participate in multiple projects by completing and updating project documentation; managing project scope; adjusting schedules when necessary; determining daily priorities; ensuring efficient and on-time delivery of project tasks and milestones; following proper escalation paths; and managing customer and supplier relationships. Stay current with customer needs and strategies; utilizing formal and informal written communication methods (for example, emails, newsletters, PowerPoint presentations, executive updates, task lists, updates) to communicate updates and findings; and facilitating project meetings and presentations to all types of diverse audiences (for example, senior management, Customers, technical staff) Bachelor's degree and 5 years of experience may be substituted for a high school diploma and 9 years of experience or an associate degree and 7 years of experience.	Bachelors	Minimum 5 years of related experience

SIN/SIN(s) Proposed	Labor Category/ Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience
541611	Subject Matter Expert	Apply subject expertise in evaluating business operations and processes; Identify areas where technical solutions would improve business performance; Consult across business operations, provide mentorship, and contribute specialized knowledge. Ensure the facts and details are correct so that the project's/program's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices. Bachelor's degree and 12 years of experience may be substituted for a high school diploma and 16 years of experience or an associate degree and 14 years of experience.	Bachelors	Minimum 12 years of related experience