Multiple Award Schedule (MAS)

Contract Number: 47QRAA19D0013
Contract Period: November 15, 2018 through November 14, 2023
Modification PS-A812 Effective February 10, 2020

Contractor: Prometheus Federal Services LLC
13846 Rembrandt Way
Chantilly, VA 20151

Business Size: Small, Economically Disadvantaged, Woman Owned, Veteran Owned Business, Service-Disabled

Telephone: (202) 792-1005
FAX Number: (202) 504-8006
Web Site: www.pfs.us
E-mail: sboo@pfs.us

Contract Administration: Shawn Boo

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fsa.gsa.gov.
Customer Information

1a. Table of Awarded Special Item Number(s)

<table>
<thead>
<tr>
<th>SIC Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>611430</td>
<td>Professional and Management Development and Training</td>
</tr>
<tr>
<td>611512</td>
<td>Flight Training &amp; OLM</td>
</tr>
</tbody>
</table>

1b. 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.

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.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

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

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

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept

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

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. 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: Contact Contractor

11c. 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: Contact Contractor

11d. 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 effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Prometheus Federal Services, 13846 Rembrandt Way, Chantilly, VA 20151
13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es): Prometheus Federal Services, 13846 Rembrandt Way, Chantilly, VA 20151

15. Warranty provision: Contractor's standard commercial warranty

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Government purchase cards will be acceptable for payments

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 080014960

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.
## GSA Award Rates

**Base Contract Period (SIN 541611, 611430, 611512)**

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<thead>
<tr>
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</table>
**Labor Category Descriptions:**

**SENIOR EXECUTIVE ADVISOR**  
**Description:** Develops new capabilities, thought leadership, and vision; provides strategic advisory services and consultations; defines agenda and project objectives; manages execution of multiple strategic initiatives; balances potentially conflicting themes and objectives; generates innovative approaches to address business problems; ensures that appropriate structure is in place to support innovation and lasting change.  
**Experience & Education:** Minimum of 18 years experience and Masters Degree. Experience & Education may not be substituted for this labor category.

**EXECUTIVE ADVISOR**  
**Description:** Provides strategic advisory services and consultations; defines agenda and project objectives; manages execution of multiple strategic initiatives; balances potentially conflicting themes and objectives; generates innovative approaches to address business problems; ensures that appropriate structure is in place to support innovation and lasting change.  
**Experience & Education:** Minimum of 17 years experience and Doctorate Degree. Experience & Education may not be substituted for this labor category.

**SENIOR PROGRAM DIRECTOR**  
**Description:** 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; plans programs from start to completion involving deadlines, milestones and processes; supervises all program and project managers involved to provide feedback and resolve complex problems.  
**Experience & Education:** Minimum of 17 years experience and Masters Degree. Experience & Education may not be substituted for this labor category.

**PROGRAM DIRECTOR**  
**Description:** 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.  
**Experience & Education:** Minimum of 15 years experience and Masters Degree

**SENIOR PROGRAM MANAGER**  
**Description:** Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations; 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; ensures quality standards and work performance on all task orders and projects; plans, organizes, and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project, and directs program personnel.  
**Experience & Education:** Minimum of 15 years experience and Masters Degree

**PROGRAM MANAGER**  
**Description:** Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations; 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; ensures quality standards and work performance on all task orders and projects; plans, organizes, and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project, and directs program personnel.

**Experience & Education:** Minimum of 12 years experience and Masters Degree

**PROJECT MANAGER**

**Description:** Performs day-to-day management of 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; maintains and manages the client interface at the COTR levels of the client organization; assists the Sr. Project Manager or Program Managers as required in managing contract performance.

**Experience & Education:** Minimum of 9 years experience and Masters Degree

**SENIOR TEAM LEADER**

**Description:** Responsible for supervisions, managing, and motivating team members on a daily basis. Creates an inspiring team environment with an open communication culture; delegates tasks and sets deadlines; monitors team performance and reports on metrics; discover training needs and provide coaching; generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines; answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance. Proven work experience as a team leader or supervisor with knowledge of performance metrics.

**Experience & Education:** Minimum of 4 years experience and Bachelors Degree

**TEAM LEADER**

**Description:** Responsible for supervisions, managing, and motivating team members on a daily basis. Creates an inspiring team environment with an open communication culture; delegates tasks and sets deadlines; monitors team performance and reports on metrics; discover training needs and provide coaching; generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines; answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance.

**Experience & Education:** Minimum of 2 years experience and Bachelors Degree

**PRINCIPAL SPECIALIST III**

**Description:** Senior expert with extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possesses demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling an simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Directs the activities of other staff as necessary on activated related to the specified field or discipline.

**Experience & Education:** Minimum of 11 years experience and Masters Degree
PRINCIPAL SPECIALIST II
**Description:** Possesses demonstrated knowledge in designated field or discipline; possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements; participates in the development of solutions by leveraging knowledge of the designated field or discipline; contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies; may direct the activities of other staff as necessary on activities related to the specified field or discipline.

**Experience & Education:** Minimum of 9 years experience and Masters Degree

PRINCIPAL SPECIALIST I
**Description:** Possesses demonstrated knowledge in designated field or discipline; possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements; participates in the development of solutions by leveraging knowledge of the designated field or discipline; contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies; may direct the activities of other staff as necessary on activities related to the specified field or discipline.

**Experience & Education:** Minimum of 7 years experience and Masters Degree

MANAGEMENT CONSULTANT III
**Description:** Possesses demonstrated knowledge, experience, and ability in the development and management of solutions, recommendations, or outcomes across multiple tasks and/or organizations; evaluates options to address organizational challenges and manages implementation of project plans; directs activities in support of project objectives and helps assess the impact of industry trends and policies; manages projects tasks as needed.

**Experience & Education:** Minimum of 10 years experience and Masters Degree

MANAGEMENT CONSULTANT II
**Description:** Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations; evaluates options to address organizational challenges and contributes to implementation of project plans; supports project objectives and helps assess the impact of industry trends and policies.

**Experience & Education:** Minimum of 6 years experience and Masters Degree

MANAGEMENT CONSULTANT I
**Description:** Possesses knowledge, experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations; evaluates options to address organizational challenges and contributes to implementation of project plans; supports project objectives and helps assess the impact of industry trends and policies.

**Experience & Education:** Minimum of 4 years experience and Bachelors Degree

ANALYST III
**Description:** Prepares and conducts analyses and studies, needs assessments, and requirements analysis to align systems and solutions; applies analytical methodologies and principles to meet client needs; prepares forecasts and analyzes trends, develops and analyzes metrics, and prepares reports and recommendations related to management, organizational structure, policies/procedures and systems; areas of focus include but are not limited to business performance, project analysis, internal control, risk assessment, and support of project objectives.

**Experience & Education:** Minimum of 4 years experience and Bachelors Degree
ANALYST II
Description: Prepares and conducts analyses and studies, needs assessments, and requirements analysis to align systems and solutions; applies analytical methodologies and principles to meet client needs; prepares forecasts and analyzes trends, develops and analyzes metrics, and prepares reports and recommendations related to management, organizational structure, policies/procedures and systems; areas of focus include but are not limited to business performance, project analysis, internal control, risk assessment, and support of project objectives.

Experience & Education: Minimum of 2 years experience and Bachelors Degree

ANALYST I
Description: Prepares and conducts analyses and studies, needs assessments, and requirements analysis to align systems and solutions; applies analytical methodologies and principles to meet client needs; prepares forecasts and analyzes trends, develops and analyzes metrics, and prepares reports and recommendations related to management, organizational structure, policies/procedures and systems; areas of focus include but are not limited to business performance, project analysis, internal control, risk assessment, and support of project objectives.

Experience & Education: Minimum of 1 year experience and Bachelors Degree

SUBJECT MATTER EXPERT III
Description: Senior industry leader and expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas; provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; provides high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; primarily utilized on projects for specific expertise, not in a managerial capacity, to align with and support the organization’s core goals and strategic direction.

Experience & Education: Minimum of 14 years experience and Doctorate Degree

SUBJECT MATTER EXPERT II
Description: Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas; provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; provides high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; primarily utilized on projects for specific expertise, not in a managerial capacity, to align with and support the organization’s core goals and strategic direction.

Experience & Education: Minimum of 12 years experience and Doctorate Degree

SUBJECT MATTER EXPERT I
Description: Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas; provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; provides high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; primarily utilized on projects for specific expertise, not in a managerial capacity, to align with and support the organization’s core goals and strategic direction.

Experience & Education: Minimum of 12 years experience and Masters Degree

PRINCIPAL CONSULTANT III
Description: Controls most day-to-day contract activities; serves as the main contact person between the company and the clients; oversees several consultant teams and guides them during projects as part of their daily routine; delegates projects and tasks to various teams; interfaces with the client from the
beginning to the end of projects; responsible for the analysis, design, scheduling, construction and delivery of solutions to meet client expectations.

**Experience & Education:** Minimum of 16 years experience and Masters Degree

**PRINCIPAL CONSULTANT II**

**Description:** Controls most day-to-day contract activities; serves as the main contact person between the company and the clients; oversees several consultant teams and guides them during projects as part of their daily routine; delegates projects and tasks to various teams; interfaces with the client from the beginning to the end of projects; responsible for the analysis, design, scheduling, construction and delivery of solutions to meet client expectations.

**Experience & Education:** Minimum of 14 years experience and Masters Degree

**PRINCIPAL CONSULTANT I**

**Description:** Controls most day-to-day contract activities; serves as the main contact person between the company and the clients; oversees several consultant teams and guides them during projects as part of their daily routine; delegates projects and tasks to various teams; interfaces with the client from the beginning to the end of projects; responsible for the analysis, design, scheduling, construction and delivery of solutions to meet client expectations.

**Experience & Education:** Minimum of 12 years experience and Masters Degree

**FUNCTIONAL SPECIALIST III**

**Description:** Senior expert with extensive knowledge in designated field or discipline; provides insight and advice concerning task or project strategic direction and outcomes; may contribute to the evaluation, analysis, and development of recommended solutions; resolves complex problems which require an in-depth knowledge of subject matter related to the designated field or discipline; applies principles and methods of the subject matter to specialized solutions; generally possesses demonstrated ability and experience in management consulting and specialized expertise in technical domains; may direct other staff as necessary on activated related to the specified field or discipline.

**Experience & Education:** Minimum of 12 years experience and Masters Degree

**FUNCTIONAL SPECIALIST II**

**Description:** Possesses demonstrated knowledge in designated field or discipline; possesses substantive experience providing solutions to an organization’s challenges through the application of knowledge gained through similar prior engagements; participates in the development of solutions by leveraging knowledge of the designated field or discipline; contributes to the implementation of strategy and helps assess the impact of industry trends and policies; directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline; may include specialized certifications and/or qualifications relevant to the project scope.

**Experience & Education:** Minimum of 4 years experience and Masters Degree

**FUNCTIONAL SPECIALIST I**

**Description:** Possesses knowledge in designated field or discipline; supports assessments of organization’s challenges using specializes skills and knowledge; contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies; conducts activities in support of the project team's objectives; may include specialized certifications and/or qualifications relevant to the project scope.

**Experience & Education:** Minimum of 2 years experience and Bachelors Degree

**LSS PROCESS ENGINEER**

**Description:** Guides and assists clients through a wide range of management, organizational and business improvement and modernization initiatives by applying continuous process improvement strategies,
methodologies and principles; develops business methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration; identifies best practices, assesses performance measurement and research, collects and verifies data and translates it into strategic and operational guidance; provides group facilitation, interviewing, training and other forms of knowledge transfer. Areas of focus include but are not limited to identifying and eliminating duplication, outsourcing opportunities, streamlining, centralizing, business transformation, business process redesign and modeling, quality improvement and lean six sigma.

**Experience & Education:** Minimum of 6 years experience and Bachelors Degree

**SENIOR LEARNING STRATEGIST**
**Description:** Provides learning management and coordination, including administration, logistics, operations, technology management and user support, and program evaluation. Works with Instructors to guide the development of learning strategies and delivery of learning programs.

**Experience & Education:** Minimum of 7 years experience and Bachelors Degree

**LEARNING STRATEGIST**
**Description:** Provides learning management and coordination, including administration, logistics, operations, technology management and user support, and program evaluation. Works with Instructors to guide the development of learning strategies and delivery of learning programs.

**Experience & Education:** Minimum of 6 years experience and Bachelors Degree

**SENIOR INSTRUCTIONAL DESIGNER**
**Description:** Assists with training analysis, designing and development of training curricula, designing and developing web-based or other training medium, and measurement and evaluation of training success.

**Experience & Education:** Minimum of 4 years experience and Bachelors Degree

**INSTRUCTIONAL DESIGNER**
**Description:** Assists with training analysis, designing and development of training curricula, designing and developing web-based or other training medium, and measurement and evaluation of training success.

**Experience & Education:** Minimum of 2 years experience and Bachelors Degree

**EXPERIENCE & EDUCATION SUBSTITUTION**

* Bachelors degree = Associate degree + 2 years relevant experience = 4 years relevant experience
* Masters degree = Bachelors + 2 years relevant experience = 6 years relevant experience
* Doctorate degree = Masters degree + 4 years relevant experience = 10 years relevant experience

**SERVICE CONTRACT ACT:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
**MAS SIN OLM: ORDER-LEVEL MATERIALS (OLMS):**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time and Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not to Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC MAS SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not “open market items.”

Items awarded under ancillary supplies/services or other direct cost (ODC) MAS SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC MAS SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials MAS SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials MAS SIN is only authorized for use in direct support of another awarded MAS SIN. 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. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials MAS SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order. The Maximum Order Threshold for the OLM MAS SINs is $250,000.