GENERAL SERVICES ADMINISTRATION SERVICES

FEDERAL SUPPLY SERVICE AUTHORIZED
FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

Schedule Title: Multiple Award Schedule (MAS)

<table>
<thead>
<tr>
<th>Large Category</th>
<th>Subcategory</th>
<th>PSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>IT Services</td>
<td>DA01</td>
</tr>
<tr>
<td>Professional Services</td>
<td>Business Administrative Services</td>
<td>R408</td>
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<tr>
<td></td>
<td>Financial Services</td>
<td>R703</td>
</tr>
<tr>
<td></td>
<td>Identity Protection Services</td>
<td>R704</td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Complementary Special Item Numbers (SINs)</td>
<td>0000</td>
</tr>
</tbody>
</table>

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

Contract Number: 47QRAA21D002L

Contract Period: February 10, 2021 to February 9, 2026

Contractor: J. S. Perkins Consulting LLC
6014 Mckinley St
Bethesda, MD 20817
www.jsperkinsconsulting.com

Contractor’s Administration Source:
Joey Perkins, President
J.S. Perkins Consulting LLC
6014 Mckinley St
Bethesda, MD 20817
Phone: 301-367-7227
Email: joeyperkins@jsperkinsconsulting.com

Business Size: Small Business
SBA Certified Small Disadvantaged business

Prices shown herein are Net (Discount deducted)
## FEDERAL SUPPLY SERVICE

### CUSTOMER INFORMATION:

1a. **Awarded Special Item Numbers (SINs)**

<table>
<thead>
<tr>
<th>Large Category</th>
<th>Subcategory</th>
<th>SINs</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>IT Services</td>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>Professional Services</td>
<td>Business Administrative Services</td>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>Professional Services</td>
<td>Financial Services</td>
<td>541219</td>
<td>Budget and Financial Management Services</td>
</tr>
<tr>
<td>Professional Services</td>
<td>Identity Protection Services</td>
<td>541990RISK</td>
<td>Risk Assessment and Mitigation Services</td>
</tr>
<tr>
<td>Professional Services</td>
<td>Training</td>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Complementary Special Item Numbers (SINs)</td>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. **Lowest Priced Model Number and Price For Each SIN:** N/A

1c. **Hourly & Service Rates:** See price list on page

2. **MAXIMUM ORDER:**

<table>
<thead>
<tr>
<th>Large Category</th>
<th>Subcategory</th>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
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<tr>
<td>Information Technology</td>
<td>IT Services</td>
<td>54151S</td>
<td>$500,000</td>
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<tr>
<td>Professional Services</td>
<td>Business Administrative Services</td>
<td>541611</td>
<td>$1,000,000</td>
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<td>Financial Services</td>
<td>541219</td>
<td>$1,000,000</td>
</tr>
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<td>$1,000,000</td>
</tr>
<tr>
<td>Professional Services</td>
<td>Training</td>
<td>611430</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>
3. **MINIMUM ORDER:** $100

4. **GEOGRAPHIC COVERAGE:** Domestic

5. **POINT(S) OF PRODUCTION:** Same as contractor

6. **DISCOUNT FROM LIST PRICES:** Prices shown are GSA Net, discount deducted.

7. **QUANTITY DISCOUNT(S):** None

8. **PROMPT PAYMENT TERMS:** Net 30 Days

   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **FOREIGN ITEMS:** Not Applicable

10a. **TIME OF DELIVERY:** Determined on the Task Order Level

10b. **EXPEDITED DELIVERY:** Contact contractor

10c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact contractor

10d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11. **FOB POINT:** Destination

12a. **ORDERING ADDRESS:**

    Joey Perkins, President
    J.S. Perkins Consulting LLC
    6014 Mckinley St
    Bethesda, MD 20817
    Phone: 301-367-7227
    Email: joeyperkins@jsperkinsconsulting.com

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:** Same as contractor
14. WARRANTY PROVISION: Not Applicable

15. EXPORT PACKING CHARGES: N/A

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

18. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

19. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

20. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

21. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

22. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

23a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

23b. Section 508 Compliance for EIT: N/A

24. DUNS NUMBER: 041850388

25. Contractor has an active registration in the SAM database.
WELCOME

J.S. Perkins Consulting (JSPC) welcomes this opportunity to present to you our qualifications and price list for the General Services Administration Multiple Award Services (MAS) Schedule which includes Professional Services to include Business Administrative, Financial, Identify Protection, Training, and Information Technology.

JSPC is dedicated to establishing and maintaining committed partnerships through value creation. Across varied environments with unique challenges, JSPC works to understand your needs and deliver sustainable solutions through our robust management and technology consulting services. It is our mission to position our clients for sustained growth, improved operational efficiency, and measurable success for both today and the road ahead. Our pledge of value delivers tangible and measurable results.

Supporting agency wide objectives requires a fundamental understanding of the industry and the evolving challenges that arise in the course of business. At JSPC, we are cognizant of the issues your organization faces in working to accomplish your goals. With years of respected experience and training in the fields of technology, operational strategy, and financial program management, JSPC has the people and skills to provide impactful services that can help our clients successfully navigate their demanding and competitive industries. Our unmatched attention to detail, pledge to timeliness, and commitment to honest communication will ensure that your needs are our first and utmost priority.

As a trusted partner, reliable advisor, and accomplished organization JSPC is the right choice to meet and exceed your consulting needs. We look forward to meeting with you and discussing potential opportunities.

Very truly yours,

J.S. PERKINS CONSULTING LLC
Established in 2016 and headquartered in Bethesda Maryland, JSPC is one of the capitol region’s most trusted small business consultancies. Known for delivering value added management and technology consulting services, JSPC has unparalleled expertise in the fields of technology, financial and operational risk management, and strategy and operations. With core competencies residing in program management, risk management, IT strategy, and business and systems integration, JSPC is a trusted advisor in a wide range of disciplines. Our unique skillset provides our clients in the private, federal DoD, and non-DoD sectors insight into industry best practices and distinguishes JSPC as one of the market’s leading providers of sustainable solutions to meet client needs.

JSPC brings a strong business mindset combined with extensive industry experience that allows us to assist our clients in addressing their needs across a deep spectrum of consulting services. Our diverse experiences in areas such as full scale global deployments, project management lifecycles, and operations and sustainment empowers JSPC to support our clients’ mission and meet agency-wide objectives in a timely and proficient manner.

At JSPC we pride ourselves on our commitment to solving problems. Refined through years of experience our capabilities and tools help us to assist our clients across key business offerings such as enterprise resource planning, data analytics, business process reengineering, regulatory compliance, data standardization, financial policy development, business process optimization, and financial improvement and audit readiness among many more.

JSPC differentiates itself from the pack with our ability to thoroughly understand our client’s needs and implement innovative solutions to bring about success. Our people are dedicated to helping our clients excel leveraging diverse backgrounds and industry best practices to identify and resolve challenges in the most unique and varied environments. For more information, please visit our website at www.jsperkinsconsulting.com.
### PROFESSIONAL SERVICES WORK SCOPE

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<tr>
<th>SIN</th>
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<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
<td>IT Services</td>
</tr>
<tr>
<td></td>
<td><strong>DESCRIPTION:</strong> IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.</td>
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<tr>
<td></td>
<td><strong>NOTE:</strong> Subject to Cooperative Purchasing</td>
<td></td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>Business Administrative Services</td>
</tr>
<tr>
<td></td>
<td><strong>DESCRIPTION:</strong> Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Budget and Financial Management Services</td>
<td>Financial Services</td>
</tr>
<tr>
<td></td>
<td><strong>DESCRIPTION:</strong> Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.</td>
<td></td>
</tr>
<tr>
<td>541990RISK</td>
<td>Risk Assessment and Mitigation Services</td>
<td>Identity Protection Services</td>
</tr>
<tr>
<td></td>
<td><strong>DESCRIPTION:</strong> Services include: breach mitigation and analysis/forensic services, the deployment of financial risk assessment and mitigation strategies and techniques; improvement of capabilities through the reduction, identification, and mitigation of risks; detailed risk statements, risk explanations and mitigation recommendations; design and development of new business applications, processes, and procedures in response to risk assessments; and ensuring compliance with governance and regulatory requirements. Under this SIN, firms can also assist the Ordering Agency with preventive measures in protecting Personally Identifiable Information (PII) and Protected Health Information (PHI) through the evaluation of threats and vulnerabilities to PII and PHI type of information; training of Government personnel on how to prevent data breaches and identity theft; vulnerability assessments; privacy impact and policy assessments; review and creation of privacy and safeguarding policies; prioritization of threats; maintenance and demonstration of compliance; and evaluation and analysis of internal controls critical to the detection and elimination of weaknesses to the protection of PII and PHI type of information.</td>
<td></td>
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</tbody>
</table>
**DESCRIPTION:** Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods. Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing OR http://icatalog.dau.mil/appg.aspx (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA

**DESCRIPTION:** OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:
OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (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)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price
OLMs are not:
- Open Market Items.
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.
PROFESSIONAL SERVICES AWARDED PRICES & LABOR CATEGORIES

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Title</th>
<th>Subcategory</th>
<th>Labor Category</th>
<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
<td>IT Services</td>
<td>Senior Manager II</td>
<td>$158.49</td>
<td>Hour</td>
</tr>
</tbody>
</table>

**Functional Responsibilities:**
- Responsible for overall direction, management of resources, quality assurance, issue resolution and execution of IT consulting projects.
- Maintains responsibility for managing technical solutions, delegating appropriate resources, and helping to ensure service quality standards are met across projects and deliverables.
- Oversees all project teams by developing work plans and managing project execution timelines.
- Maintains responsibility for managing the program team and daily operations of project development or serves in a role as a highly experienced technical expert.
- Serves as Program Manager on projects in an area of relevant information technology consulting such as resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management or a related field.

**Minimum Education:** Master’s Degree  
**Minimum Years’ Experience:** 12

System Analyst III  

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<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>System Analyst III</td>
<td>$111.09</td>
<td>Hour</td>
</tr>
</tbody>
</table>

**Functional Responsibilities:**
- Serves as a Task Manager or Functional Specialist on projects related to an area of relevant information technology consulting such as technology strategy, architecture and service management; IT security; systems integration; data analytics and visualization; application development and maintenance; help desk operations; infrastructure/network design and management.
- Responsible for the management and execution of IT projects including the timely presentation of quality deliverables.
- Possesses competencies in multiple IT technologies, business processes, or combination of both.
- Oversees the performance & deliverables of junior staff on projects related to an area of relevant information technology consulting.

**Minimum Education:** Bachelor’s Degree  
**Minimum Years’ Experience:** 8

Sr. Business and Financial Ops Specialists

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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Sr. Business and Financial Ops Specialists</td>
<td>$124.41</td>
<td>Hour</td>
</tr>
</tbody>
</table>

**Functional Responsibilities:**
- Responsible for providing quality deliverables and/or analytical project reports for assigned IT consulting engagements.
- Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to IT Manager.
- Leads and supports tasks, including deliverable development, on IT engagements related, but not limited to: technology strategy, architecture and service management; IT security; systems integration; data analytics and visualization; application development and maintenance; help desk operations; infrastructure/network design and management; and cloud services.
- Possesses competencies in multiple IT technologies, business processes, or combination of both.

**Minimum Education:** Bachelor’s Degree  
**Minimum Years’ Experience:** 3
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Manager II</td>
<td>$158.49</td>
<td>Hour</td>
<td>Master’s Degree</td>
<td>12 years</td>
</tr>
<tr>
<td>System Analyst III</td>
<td>$111.09</td>
<td>Hour</td>
<td>Bachelor’s Degree</td>
<td>8 years</td>
</tr>
</tbody>
</table>

**Journeyman Operations Research Analyst**

**$115.53 Hour**

**Functional Responsibilities:**
- Responsible for providing quality deliverables and/or analytical project reports for IT consulting engagements
- Serves as junior Staff/Team member on projects related to resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management or a related field.
- As assigned, completes sections of IT consulting assignments independently or with oversight.

**Minimum Education:** Bachelor’s Degree

**Minimum Years’ Experience:** 2

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**SIN**

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Title</th>
<th>Subcategory</th>
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<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>Business Administrative Services</td>
</tr>
</tbody>
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**System Analyst III**

**$111.09 Hour**

**Functional Responsibilities:**
- Responsible for the management and execution of projects including the timely presentation of quality deliverables.
- Oversees the performance & deliverables of junior staff on projects related to an area of relevant management, organizational, engineering and business improvement consulting.
- Responsible for the completion of all aspects of the project delegated by management.

**Minimum Education:** Bachelor’s Degree

**Minimum Years’ Experience:** 8
### Budget and Financial Management Services

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>541219</td>
<td>Budget and Financial Management Services</td>
<td>Financial Services</td>
</tr>
</tbody>
</table>

**Labor Category**

Sr. Business and Financial Ops Specialists

<table>
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<tr>
<th>GSA Price w/ IFF</th>
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<tbody>
<tr>
<td>$124.41</td>
<td>Hour</td>
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</tbody>
</table>

**Functional Responsibilities:**
- Responsible for overall direction for the Financial Accounting and Reporting, Valuation and Securitization engagements from management of resources, quality assurance, issue resolution, timeline management, and funding parameters.
- Responsible for providing quality deliverables and/or analytical project reports for assigned engagements.
- Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Manager.
- Lead on strategic matters, technical review and issue resolution with demonstrated problem solving techniques.

**Minimum Education:** Bachelor’s Degree  
**Minimum Years' Experience:** 3

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### Risk Assessment and Mitigation Services

<table>
<thead>
<tr>
<th>SIN</th>
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<tbody>
<tr>
<td>541990RISK</td>
<td>Risk Assessment and Mitigation Services</td>
<td>Identity Protection Services</td>
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</table>

**Labor Category**

Program Manager

<table>
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<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
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<tbody>
<tr>
<td>$121.70</td>
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</tbody>
</table>

**Functional Responsibilities:**
- Assures quality control and delivers industry insight and area experience on the engagement.
- Reviews transitions, project status and shares results and change recommendations during the engagement.
- Lead on strategic matters, technical review and issue resolution with demonstrated problem solving techniques.
- Oversees the performance & deliverables of junior staff on projects related to an area of relevant information.

**Minimum Education:** Bachelor’s Degree  
**Minimum Years' Experience:** 10

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### Identity Protection Services

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**Labor Category**

Journeyman Business and Financial Ops Specialists

<table>
<thead>
<tr>
<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>$107.92</td>
<td>Hour</td>
</tr>
</tbody>
</table>

**Functional Responsibilities:**
- Assist with the assessment, design and implementation of risk management and compliance programs, including risk governance, risk appetite and risk tolerance, risk assessment and risk mitigation strategies; integration of risk management and strategic and business planning processes; and integration of risk management functions.
- Assist in the development of risk assessment questionnaires, conduct risk assessment tests, and analyze findings to provide mitigation controls.
- As assigned, completes sections of assignments independently or with oversight.

**Minimum Education:** Bachelor’s Degree  
**Minimum Years' Experience:** 2
<table>
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<tbody>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
<td>Training</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>Senior Manager II</td>
<td>$158.49</td>
<td>Hour</td>
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**Functional Responsibilities:**
- Responsible for overall direction, management of resources, quality assurance, issue resolution and execution of projects.
- Maintains responsibility for managing technical solutions, delegating appropriate resources, and helping to ensure service quality standards are met across projects and deliverables.
- Oversees all project teams by developing work plans and managing project execution timelines.
- Maintains responsibility for managing the program team and daily operations of project development or serves in a role as a highly experienced technical expert.

**Minimum Education:** Master’s Degree  
**Minimum Years’ Experience:** 12

| System Analyst III | $111.09 | Hour |

**Functional Responsibilities:**
- Responsible for the management and execution of projects including the timely presentation of quality deliverables.
- Identifies end user training requirements and development of training plans, materials and venues to address them.
- Provides support in the development and review of organizational change management plans and end user training plans.
- Establishes mobile training team and manage training schedules.
- Responsible for the completion of all aspects of the project delegated by management.

**Minimum Education:** Bachelor’s Degree  
**Minimum Years’ Experience:** 8
GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that JSPC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)
- In the SOW, include the following information:
  - Work to be performed,
  - Location of work,
  - Period of performance;
  - Deliverable schedule, and
  - Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order
- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)
- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA’s electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order