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 for GSA Advantage! is: GSAAAdvantage.gov. For more information on ordering from Federal Supply Schedules, click here: http://www.gsa.gov/schedules-ordering

Contract Number: 47QSMA18D08PB

Procon Consulting LLC
1005 North Glebe Road, Suite 325
Arlington, VA 22201
Phone: (703) 527-7059
Fax: (703) 852-2733
www.proconconsulting.com
Contact for Contract Administration: Kyu Jung, (703) 527-7059, kjung@proconconsulting.com

Contract Period: March 15, 2018 to March 14, 2023

Business size: Small business

Pricelist current through modification A812 dated May 14, 2020
Customer Information

1a. **Awarded Special Item Numbers:**
   - 541614CF / 541614CF RC: Comprehensive Furniture Management Services
   - 541614OR / 541614OR RC: Office Relocation and Reconfiguration
   - OLM / OLM RC / OLM STLOC: Order Level Materials

1b. **Lowest Priced Model Number and Lowest Price:** See page 4

1c. **Labor Category Descriptions:** See page 5

2. **Maximum order:** $500,000
   Note: Agencies may place, and Contractor may honor, orders exceeding this limit in accordance with FAR 8.404

3. **Minimum order:** $1,000.00

4. **Geographic coverage (delivery area):** 48 states, DC

5. **Point of production:** Same as company address

6. **Discount from list prices:** All prices herein are net (discounts already deducted)

7. **Quantity discounts:** None offered

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.

9a. **Government purchase card is accepted at or below the micro-purchase threshold.**

9b. **Government purchase card is accepted above the micro-purchase threshold.**

10. **Foreign items:** Not applicable

11a. **Time of delivery:** Specified on the task order

11b. **Expedited delivery:** Items available for expedited delivery are noted in this price list

11c. **Overnight and 2-day delivery:** Contact contractor

11d. **Urgent requirements:** See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.

12. **F.O.B. point:** Destination

13a. **Ordering address(es):** Same as company address

13b. **Ordering procedures:** For supplies and services, the ordering procedures and information on blanket purchase agreements (BPA) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment address:** Same as company address
15. **Warranty provision:** Not applicable

16. **Export packing charges:** Not applicable

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

18. **Terms and conditions of rental maintenance, and repair:** Not applicable

19. **Terms and conditions of installation:** Not applicable

20. **Terms and conditions of repair parts:** Not applicable

20a. **Terms and conditions for any other services:** Not applicable

21. **List of service and distribution points:** Not applicable

22. **List of participating dealers:** Not applicable

23. **Preventative maintenance:** Not applicable

24a. **Special attributes such as environmental attributes:** Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/): Not applicable

25. **Data Universal Number System (DUNS) number:** 01-4454222

26. **Procon Consulting LLC is registered in the System for Award Management.**
### Price List for 47QSMA18D08PB

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614CF</td>
<td>Project Executive</td>
<td>$ 119.95</td>
</tr>
<tr>
<td>541614OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541614CF</td>
<td>Project Manager I</td>
<td>$ 70.10</td>
</tr>
<tr>
<td>541614OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541614CF</td>
<td>Project Manager II</td>
<td>$ 87.49</td>
</tr>
<tr>
<td>541614OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541614CF</td>
<td>Project Manager III</td>
<td>$ 103.27</td>
</tr>
<tr>
<td>541614OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541614CF</td>
<td>Relocation Manager</td>
<td>$ 80.90</td>
</tr>
<tr>
<td>541614OR</td>
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<td></td>
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<tr>
<td>541614CF</td>
<td>Interior Designer I</td>
<td>$ 55.75</td>
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<tr>
<td>541614OR</td>
<td></td>
<td></td>
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<tr>
<td>541614CF</td>
<td>Interior Designer II</td>
<td>$ 70.82</td>
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<tr>
<td>541614OR</td>
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<td>541614CF</td>
<td>Interior Designer III</td>
<td>$ 87.09</td>
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<tr>
<td>541614OR</td>
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</tr>
<tr>
<td>541614CF</td>
<td>CAD/Technical Support</td>
<td>$ 64.06</td>
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<tr>
<td>541614OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541614CF</td>
<td>Administrative Assistant**</td>
<td>$ 49.37</td>
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<tr>
<td>541614OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541614CF</td>
<td>Move Coordinator</td>
<td>$ 70.11</td>
</tr>
<tr>
<td>541614OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SCLS Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code - Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant**</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
Labor Categories for SIN 541614CF / 541614 CF RC, Comprehensive Furniture Management Services and SIN 541614OR / 541614OR RC, Office Relocation and Reconfiguration

**Project Executive**

*Minimum Experience*
Minimum of 10 years of experience in the supervision and management of multiple programs and/or simultaneous projects. Master's degree in related field can substitute for 2 years of experience. Must demonstrate the ability to coordinate activities with other individuals, firms and organizations.

*Functional Responsibilities*
Supervises project managers in the execution of their projects. Responsible for all aspects of the program including technical considerations, scheduling, execution, and budget management. Oversees entire program of projects. Ensures that resources are available, that tasks are fully staffed, and that equipment and other required support is all readily available. Sells, manages, and/or delivers large projects, typically with multi-year contracts, multiple subcontractors, and numerous deliverables. Manages the delivery of a broad range of services and projects through the full services life cycle. Works extensively within one or more areas of specialization. Functions as an industry expert in two or more market sectors. Evaluates and understands the client’s business strategy, objectives, and requirements. Using advanced consulting methodologies, creates a service strategy interface in line with the client's long-term business plan. Carries direct correspondence with client's leadership team, from the senior management to CEO/CIO levels.

*Minimum Education*
Bachelor's Degree from an accredited college or university. Bachelor's Degree can be substituted with 5 years of related experience in addition to the minimum experience requirement.

**Project Manager I**

*Minimum Experience*
Minimum of 4 years of related experience with demonstrated leadership experience. Master's degree in related field can substitute for 2 years of experience.

*Functional Responsibilities*
Implements and uses project management tools to manage tasks, resources, schedules, budgets, and changes in scope. Coordinates the development of project plans and scope planning, the execution of design and construction, the researching of all environmental considerations, and the overall direction of the project. Coordinates activities at the senior level and oversees all aspects of projects. Serves as a primary customer contact and liaison between the client and contractors for contracting, management and technical issues. Provides direction, guidance and assistance to A/E, furniture and relocation consultants, and contractors. Develops project standards; approves schedules; supervises personnel; reviews deliverables; ensures quality; reviews scopes of work; communicates purpose; oversees project goals and objectives.

*Minimum Education*
Bachelor's degree from an accredited college or university. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.
**Project Manager II**

*Minimum Experience*
Minimum of 6 years of related experience in with demonstrated leadership experience. Master’s degree in related field can substitute for 2 years of experience.

*Functional Responsibilities*
Implements and uses project management tools to manage tasks, resources, changes, budgets, and schedules. Coordinates planning, scoping, design, construction, environmental considerations, and direction of a project. Coordinates activities at the senior level and oversees all aspects of projects. Serves as a primary customer contact and liaison between the client and contractors for contracting, management, and technical issues. Provides direction, guidance and assistance to A/E, relocation and furniture consultants, and contractors. Develops project standards; approves schedules; supervises personnel; reviews deliverables; ensures quality; reviews scopes of work; communicates purpose; oversees project goals and objectives.

*Minimum Education*
Bachelor’s degree from an accredited college or university. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Project Manager III**

*Minimum Experience*
Minimum of 8 years of related experience in with demonstrated leadership experience. Master’s degree in related field can substitute for 2 years of experience.

*Functional Responsibilities*
Implements and uses project management tools to manage tasks, resources, changes, budgets, and schedules. Coordinates planning, scoping, design, construction, environmental considerations and direction of a project. Coordinates activities at the senior level and oversees all aspects of projects. Serves as a primary customer contact and liaison between the client and contractors for contracting, management, and technical issues. Provides direction, guidance, and assistance to A/E, furniture and relocation consultants, and contractors. Develops project standards; approves schedules; supervises personnel; reviews deliverables; ensures quality; reviews scopes of work; communicates purpose; oversees project goals and objectives.

*Minimum Education*
Bachelor’s degree from an accredited college or university. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Relocation Manager**

*Minimum Experience*
Minimum of 8 years of related experience in with demonstrated leadership experience.

*Functional Responsibilities*
Provides leadership, project coordination and management in relocation projects. Serves as a liaison among planners, designers, contractors and clients to facilitate resolution of design issues. Provides relocation project management and move management, creating relocation plans, and developing move manuals, management plans, and move oversight. Assists management team in ensuring compliance with standards and contract/program requirements.
Minimum Education
Bachelor's degree from an accredited college or university. Bachelor's Degree can be substituted with 5 years of related experience in addition to the minimum experience requirement. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Interior Designer I**

Minimum Experience
Minimum of 1 years of related experience in with demonstrated leadership experience.

Functional Responsibilities
Assists the project team using a wide range of professional skills, including conducting research, data collection, preparing presentations, report writing, and other tasks. Work is focused to portions of a projects broader scope and contributes to the documentation and development of design and technical tasks.

Minimum Education
Bachelor’s Degree in Interior Design or allied field from an accredited college or university. Bachelor's Degree can be substituted with an additional 5 years of related experience in addition to the minimum experience requirement. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Interior Designer II**

Minimum Experience
Minimum of 4 years of related experience in with demonstrated leadership experience.

Functional Responsibilities
Develops plans and designs for the interior of buildings based on the needs assessment of the client. Creates functional and aesthetic designs that help boost productivity, increase sales, and attract customers. Responsible for planning use and layout of the space, interior finish selections, furniture, fixtures, and equipment and furniture management. Develops drawings, presentations, and cost estimates and coordinates the work of contractors.

Minimum Education
Bachelor’s Degree in Interior Design or allied field from an accredited college or university. Bachelor's Degree can be substituted with an additional 5 years of related experience in addition to the minimum experience requirement. Training, certification(s) or license(s) from nationally accredited organizations are highly desired. NCIDQ preferred.

**Interior Designer III**

Minimum Experience
Minimum of 8 years of related experience in with demonstrated leadership experience.

Functional Responsibilities
Responsible for the strategic planning and development of a program of requirements (POR) including strategic goal and vision sessions with client stakeholders, data collection, survey instruments, data analysis and testing concepts, needs assessment, framing the problem, and offering strategic solutions. Responsible for the conceptual and schematic design, blocking and stacking, design development, and contract administration. Responsible for overseeing junior staff on multiple projects.
Minimum Education
Bachelor’s degree in Interior Design or allied field from an accredited college or university. Bachelor’s Degree can be substituted with an additional 5 years of related experience in addition to the minimum experience requirement. Training, certification(s) or license(s) from nationally accredited organizations are highly desired. NCIDQ preferred.

**CAD / Technical Support**

Minimum Experience
Minimum of 1 years of related experience in with demonstrated leadership experience.

Functional Responsibilities
Responsible for the development of design documents, space plans, and furniture bill of materials using the latest AutoCAD software and/or 20/20 software.

Minimum Education
Associate’s Degree in a related field from an accredited college or university. Associate’s Degree can be substituted with a technical certificate in applicable field.

**Administrative Assistant**

Minimum Experience
Minimum of 1 year of related experience in with demonstrated leadership experience. Associate’s Degree in related field can substitute for 1 year of experience.

Functional Responsibilities
Provides project coordination and project management support at any stage of relocation or construction projects. Serves as a liaison to planners, designers, contractors, and clients to facilitate project activities.

Minimum Education
Bachelor’s degree from an accredited college or university, Bachelor’s Degree may be substituted with 3 years of relevant experience in addition to the minimum experience requirement.

**Move Coordinator**

Minimum Experience
Minimum 2 years of related experience in with demonstrated leadership experience.

Functional Responsibility
Responsible for supporting planning efforts related to complex projects. Manages historic preservation issues and public approval strategies. Coordinates legal, land use, economic and civic issues related to cultural or historic resources. Collaborates with experts in design, construction, real estate, financial management and other disciplines to address project issues and facilitate approvals from authorities.

Minimum Education
Bachelor’s degree from an accredited college or university. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.