VETSYS, LLC
7921 Jones Branch Drive, Suite 101
Tysons Corner, VA 22102
(P) 240-205-1043 (F) 703-723-1230
www.vetsysllc.com
Contract Administrator: James C Stevens Jr, jim.stevens@vetsysllc.com

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology

Contract Number: 47QTCA21D007J
Period Covered by Contract: 03/30/2021 – 03/29/2026
Business Size: Service Disabled Veteran Owned Small Business, Small Disadvantaged Business

Pricelist current through Modification #A815, dated 03/31/2021.

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: GSAA Advantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
CUSTOMER INFORMATION:

1. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. **Maximum Order:** For SIN 54151S - $500,000  
For SIN OLM - $250,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Domestic only

5. **Point of Production:** N/A

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** None

8. **Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign Items:** None

10. **Time of Delivery:** VETSYS, LLC shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. **Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination
12a. Ordering Address: Sales
    ATTN: James C Stevens Jr
    7921 Jones Branch Drive, Suite 101
    Tysons Corner, VA 22102
    (P) 240-205-1043 (F) 703-723-1230
    jim.stevens@vetsysllc.com

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

13. Payment Address: Finance
    ATTN: Brion Morrison
    7921 Jones Branch Drive, Suite 101
    Tysons Corner, VA 22102
    (P) 305-927-7626 (F) 703-650-9715
    brion.morrison@vetsysllc.com

14. Warranty Provisions: Contractor’s Standard Warranty

15. Export Packing charges: Not applicable

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

17. Terms and conditions of installation: Not applicable

18. Terms and conditions of repair parts: Not applicable

18a. Terms and conditions for any other services: Not applicable

19. List of service and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventive maintenance: Not applicable

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
     Not applicable

22b. Contact VETSYS, LLC for Section 508 compliance information. The EIT standards can be found at:
     http://www.section508.gov

23. DUNS Number: 117543407

24. VETSYS, LLC is registered in the System for Award Management (SAM) database.
## GSA HOURLY RATES

**SIN 54151S**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>03/30/21 - 03/29/22</th>
<th>03/30/22 - 03/29/23</th>
<th>03/30/23 - 03/29/24</th>
<th>03/30/24 - 03/29/25</th>
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Labor Category Descriptions

**IT Business Process Re-Engineer III**

**Functional Responsibility:** The Business Process Re-Engineer III is a Senior Information Technology (IT) Engineer with extensive experience in federal and state government enterprise-level solutions who performs as a recognized authority in his / her field; exhibits an exceptional degree of ingenuity, creativity, and resourcefulness; applies and / or develops highly advanced principles, theories, and concepts in managing large scale contracts; acts independently to resolve major problems; manages, leads, and advises staff members in order to meet established objectives; accomplishes long range objectives; is self–supervised; makes decisions that have a prolonged positive effect on organization’s reputation and business posture; and acts as a consultant to senior management and prime spokesperson to customers on company capabilities and future efforts.

**Minimum Education:** Master’s

**Minimum Experience:** 12 years

**IT Information Engineer II**

**Functional Responsibility:** The Information Engineer II is a mid-level IT Engineer who applies extensive expertise as a generalist or specialist with significant experience in federal or state government enterprise-level programs; solves complex problems which require the regular use of ingenuity and creativity; performs work without appreciable direction and is reviewed for desired results from a relatively long term perspective; makes decisions that result in an organization achieving critical organizational objectives; and may function in project leadership roles and represents the organization as prime customer contact on significant technical matters on contracts.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

**IT Project Coordinator - Level 1**

**Functional Responsibility:** The Project Coordinator - Level 1 acts in support of the Project Manager (PM) to perform day-to-day execution and management of assigned tasks / projects that may involve cross-functional teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in organizing, directing, and coordinating planning and production of all activities associated with assigned tasks / projects. Demonstrates team building and relationship skills to include regular customer interactions for those tasks / projects assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 1 year

**IT Project Coordinator - Level 2**

**Functional Responsibility:** The Project Coordinator - Level 2 acts in support of the PM to perform day-to-day management of assigned tasks / projects that may involve cross-functional teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing,
documenting, implementing, and maintaining complex systems. Demonstrates proven skills in organizing, directing, and coordinating planning and production of all activities associated with assigned tasks / projects. Demonstrates strong team building and relationship skills to include regular customer interactions for those tasks / projects assigned.

Minimum Education: Bachelor’s

Minimum Experience: 6 years

**IT Project Coordinator - Level 4**

**Functional Responsibility:** The Project Coordinator - Level 4 acts in support of the PM to perform day-to-day management of assigned tasks / projects that may involve cross-functional teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates expert skills in organizing, directing, and coordinating planning and production of all activities associated with assigned tasks / projects. Demonstrates strong team building and relationship skills to include regular customer interactions for those tasks / projects assigned.

Minimum Education: Bachelor’s

Minimum Experience: 10 years

**IT Project Manager - Level 1**

**Functional Responsibility:** The PM – Level 1 demonstrates knowledge in wide application of principles, theories, and concepts in the management of IT projects and provides solutions to a wide range of difficult problems with imaginative and thorough solutions; works under very general supervision and results are reviewed upon completion for adequacy in meeting objectives; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects.

Minimum Education: Bachelor’s

Minimum Experience: 7 years

**IT Project Manager - Level 2**

**Functional Responsibility:** The PM – Level 2 demonstrates extensive expertise in a wide application of principles, theories, and concepts in the management of IT projects and provides solutions to a wide range of difficult problems with imaginative and thorough solutions; works independently; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects.

Minimum Education: Bachelor’s

Minimum Experience: 10 years

**IT Project Manager - Level 4**

**Functional Responsibility:** The PM – Level 4 applies advanced concepts, theories, and principles in the management of IT projects and contributes toward the development of new principles and concepts;
works unusually complex problems with consultative direction rather than formal supervision and provides technical direction to others; makes decisions that result in an organization achieving goals critical to major organizational objectives and improving the image of the organization’s technological capability; and advises senior management and customers on advanced technical research studies and applications. Must possess managerial / leadership experience or necessary skills.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 16 years

**IT Project Manager - Level 5**

**Functional Responsibility:** The PM – Level 5 performs as a recognized authority in the management of IT projects and exhibits an exceptional degree of ingenuity, creativity, and resourcefulness; applies and / or develops highly advanced principles, theories, and concepts in managing large scale contracts; acts independently to resolve major problems; manages, leads, and advises staff members in order to meet established objectives; is responsible to accomplish long range objectives; is self–supervised; makes decisions that have a prolonged, positive effect on organization’s reputation and business posture; and acts as a consultant to senior management and prime spokesperson to customer on company capabilities and future efforts.

**Minimum Education:** Master’s

**Minimum Experience:** 20 years

**IT Project Manager Associate**

**Functional Responsibility:** The PM Associate demonstrates limited to full use and / or application of standard principles, theories, concepts, and techniques for the management of IT projects; provides solutions to a variety of problems of limited scope; supervision can be close or general while following established procedures; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects. Typically will act as team or task lead, and work with / supervise Admin roles for projects.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years

**IT Project Office Analyst - Level 1**

**Functional Responsibility:** The Project Office Analyst - Level 1 supports one (1) or more areas of the Program Management Office (PMO) in providing program finance and control functions for IT projects. Monitors and analyzes financial and / or administrative aspects of assigned program control functions. Ensures compliance to program / project control requirements. Prepares project management plans and artifacts under the supervision of the PMO lead. Tracks and validates program financial information and updates / produces reports used to track the performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 1 year
**IT Project Office Analyst - Level 2**

**Functional Responsibility:** The Project Office Analyst - Level 2 supports one (1) or more areas of the PMO in providing program finance and control functions for IT projects. Monitors and analyzes financial and/or administrative aspects of assigned program control functions. Ensures compliance to program/project control requirements. Prepares project management plans and artifacts under supervision. Tracks and validates program financial information and updates produces reports used to track performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years

**IT Project Office Analyst - Level 3**

**Functional Responsibility:** The Project Office Analyst - Level 3 Leads a portion of the PMO staff or serves as a lead on small IT programs/projects. Manages financial and/or administrative aspects of assigned contract tasking or deliverables. Reviews contracts and identifies project control requirements. May determine or assist in staff assignments; identification and implementation of project control systems; and administrative and financial reporting requirements. Prepares project management plans collaboratively with other PMO and/or program leadership. May serve as the primary coordinator for one (1) or more aspects of project control data and process. Tracks and validates program financial information and updates produces reports used to track performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 6 years

**IT Project Office Analyst - Level 4**

**Functional Responsibility:** The Project Office Analyst - Level 4 Leads a portion of the PMO Office staff or serves as a lead for one (1) or more IT small programs/projects. Manages financial and/or administrative aspects of assigned contract tasking or deliverables. Reviews contracts and identifies project control requirements. May determine or assist in staff assignments; identification and implementation of project control systems; and administrative and financial reporting requirements. Prepares and may manage project management plans collaboratively with other PMO and/or program leadership. May serve as the primary coordinator for one (1) or more aspects of project control data and process. Tracks and validates program financial information and updates produces reports used to track performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

**IT Project Office Analyst - Level 5**

**Functional Responsibility:** The Project Office Analyst - Level 5 Leads PMO staff or serves as a consultant for small IT programs/projects. Manages financial and/or administrative aspects of assigned contract tasking or deliverables. Reviews contracts and identifies project control requirements. Determines staff
assignments; identification and implementation of project control systems; and administrative and financial reporting requirements. Manages and prepares project management plans collaboratively with other PMO and / or program leadership. Serves as the primary coordinator for one (1) or more aspects of project control data and process. Tracks and validates program financial information and updates / produces reports used to track performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

Minimum Education: Bachelor’s

Minimum Experience: 15 years

**IT Project Support - Level 1**

**Functional Responsibility:** The IT Project Support – Level 1’s services are only available in a support role of the principal IT positions. Provides expertise in IT project support functions including, but not limited to: Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis.

Minimum Education: Bachelor’s

Minimum Experience: 1 year

**IT Project Support - Level 3**

**Functional Responsibility:** The IT Project Support - Level 3’s services are only available in a support role of the principal IT positions. Provides expertise in IT project support functions including, but not limited to: Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis. The Project Support III position uses skills to support complex, task-related activities.

Minimum Education: Bachelor’s

Minimum Experience: 5 years

**IT Systems Engineer/Architect 2**

**Functional Responsibility:** The Systems Engineer/Architect 2 performs systems engineering and architecture throughout the entire life cycle to support client modernization. Develops understanding of customer’s organization, goals, business needs, and enterprise architectures and systems, and develops user requirements and ensures business solutions are consistent with client strategic goals and investment decisions. Employs best practices in the design, development, integration, and implementation of systems. Captures information related to planned data exchanges and system interconnections. Researches and evaluates system designs to select appropriate technology and ensures efficient use of resources. Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems, or to reengineer current systems. Conducts interviews with client staff and users to gather information. Establishes and maintains security, integrity, and business continuity controls and documentation. Develops plans for backup and disaster. This member of the senior staff has extensive knowledge of the domain area; exercises independent judgment within their area of responsibility; and performs complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their area of expertise.
Minimum Education: Bachelor’s

Minimum Experience: 3 years

**IT Systems/Business Analyst 2**

**Functional Responsibility:** The Systems/Business Analyst 2 performs systems engineering and architecture throughout the entire System Development Life Cycle. Develops understanding of customer’s organization, goals, business needs, and enterprise architectures and systems. Develops user requirements and ensures business solutions are consistent with client strategic goals and investment decisions. Employs best practices in the design, development, integration, and implementation of systems. Captures information related to planned data exchanges and system interconnections. Researches and evaluates system designs to select appropriate technology and ensures efficient use of resources. Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems, or to reengineer current systems. Conducts interviews with client staff and users to gather information. Establishes and maintains security, integrity, and business continuity controls and documentation. Develops plans for backup and disaster. This member of the senior staff has extensive knowledge of the domain area; exercises independent judgment within their area of responsibility; and performs complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their area of expertise.

Minimum Education: Bachelor’s

Minimum Experience: 3 years

**Subject Matter Expert - Level 3**

**Functional Responsibility:** The Subject Matter Expert (SME) – Level 3 performs as a recognized authority in his / her field and exhibits a significant degree of ingenuity, creativity, and resourcefulness; applies and / or develops highly advanced principles, theories, and concepts; and provides new, specialized, or unique and significant expertise necessary to the IT program management team. This SME’s impact to the program may have a prolonged positive effect on organization’s reputation and business posture; acts as consultant to senior management; and may act as a secondary spokesman to customer on program efforts.

Minimum Education: Master’s

Minimum Experience: 12 years

**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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<th>Equivalent Degree</th>
<th>Experience</th>
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<td>Associate’s</td>
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<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or High School/GED + 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s + 2 years relevant experience or Associate’s degree + 4 years relevant experience</td>
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Doctorate or High School/GED + 6 years of relevant experience
Master’s + 2 years relevant experience or Bachelor’s + 4 years or
Associate’s + 6 years relevant experience or High School/GED + 8 years
relevant experience