GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule
Federal Supply Group: IT Services

Contract number: 47QTCA21D00CP

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

Contractor information: Professional Stewards Services (PSS), LLC
106 Bashford Drive
Raleigh, NC 27606

Telephone#: 301.346.7217
www.profstewards.com

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

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

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. Prices Shown Herein are Net (discount deducted)

Contract NBR 47QTCA21D00CP
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>54151HACS</td>
<td>Highly Adaptive Cybersecurity Services (HACS)</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. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. **Maximum order**: $500,000.00

3. **Minimum order**: $100.00

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

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

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

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

Contract NBR 47QTCA21D00CP
8. **Prompt payment terms.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. (*\(0.5\% \text{ net 20 days. } 1\% \text{ net 10 days.}\)*, Net 30)

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: Yes

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: Please 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: Please 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 affect a faster delivery: Please Contact Contractor

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

13a. **Ordering Address(es):** Same as Contractor

13b. **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.

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

15. **Warranty provision:** Contractor’s standard commercial warranty.

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

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

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

20a. **Terms and conditions for any other services (if applicable):** Not Applicable

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

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

Contract NBR 47QTCA21D00CP
23. Preventive maintenance (if applicable): Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): [Identify as applicable] 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., contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 080196682

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>54151S</td>
<td>IT Business Analyst</td>
<td>Both</td>
<td>$69.86</td>
<td>$71.26</td>
<td>$72.68</td>
<td>$74.13</td>
<td>$75.62</td>
</tr>
<tr>
<td>2</td>
<td>54151S</td>
<td>Quality Assurance Analyst</td>
<td>Both</td>
<td>$62.14</td>
<td>$63.39</td>
<td>$64.65</td>
<td>$65.95</td>
<td>$67.27</td>
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<tr>
<td>3</td>
<td>54151S</td>
<td>IT Customer Service Representative</td>
<td>Both</td>
<td>$42.31</td>
<td>$43.16</td>
<td>$44.02</td>
<td>$44.90</td>
<td>$45.80</td>
</tr>
<tr>
<td>4</td>
<td>54151S</td>
<td>IT Management Analyst</td>
<td>Both</td>
<td>$145.85</td>
<td>$148.76</td>
<td>$151.74</td>
<td>$154.77</td>
<td>$157.87</td>
</tr>
<tr>
<td>5</td>
<td>54151HACS</td>
<td>ISSO/Cyber SME</td>
<td>Both</td>
<td>$139.56</td>
<td>$142.35</td>
<td>$145.20</td>
<td>$148.11</td>
<td>$151.07</td>
</tr>
<tr>
<td>6</td>
<td>54151HACS</td>
<td>Cyber Management</td>
<td>Both</td>
<td>$69.86</td>
<td>$71.26</td>
<td>$72.68</td>
<td>$74.13</td>
<td>$75.62</td>
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</tbody>
</table>
## LABOR CATEGORY DESCRIPTIONS

<table>
<thead>
<tr>
<th>SIN/SIN(s) Proposed</th>
<th>Labor Category/Service Title</th>
<th>Labor Category/Service Description (250 words)</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Business Analyst</td>
<td>Responsible for discovering the underlying business needs to be addressed and information related to the product and project requirements, often through systems and business analysis and engagement with stakeholders. Designs, develops, implements, supports, and maintains applications based on business requirements using the various technology frameworks. Supports development of new and/or existing IT systems/software. Utilizes software development best practices. Identify and implement IT system improvements. Conducts and participates in client white-boarding sessions, workshops, design sessions, and project meetings as needed, playing a key role in client relations. Organizes, specifies, and models requirements to ensure they are complete and unambiguous. Documents the requirements in a format that can be shared with stakeholders. Ensures the requirements map to the real business need, are approved by all relevant stakeholders, and meet essential quality standards. Implements new technologies to dynamically scale infrastructure and builds and deploys code in a DevOps/DevSecOps development model. Develops and tests standard software applications and related programs and procedures to ensure they meet design requirements. Implements code fixes under the direction of software architects and senior developers.</td>
<td>Bachelors</td>
<td>Minimum 5 years of related experience</td>
</tr>
<tr>
<td>54151S</td>
<td>Quality Assurance Analyst</td>
<td>Responsible for supporting the planning, design, and execution of system testing on simple to complex implementations. Works collaboratively within the IT department and business units to execute and validate test cases based upon system requirements. Develops test plans, test cases, test scripts and test reports on multiple projects of varying size. Performs testing on various software and reporting systems. Validates that user expectations are achieved during the testing process. Ensures information complies with guidance and regulations. Assists in the development of various management, operations, and technical documents.</td>
<td>Bachelors</td>
<td>Minimum 3 years of related experience</td>
</tr>
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<tr>
<td>54151S</td>
<td>IT Customer Service Representative</td>
<td>Responsible for setting up workstations with computers and necessary peripheral devices (routers, printers etc.). Installs and configures appropriate software and functions according to specifications. Develops and maintains local networks in ways that optimize performance. Ensures security and privacy of networks and computer systems. Provides orientation and guidance to users on how to operate new software and computer equipment. Supports the helpdesk function. Organizes and schedules upgrades and maintenance without deterring others from completing their work. Performs troubleshooting to diagnose and resolve problems (repair, debugging etc.). Maintains records/logs of repairs and fixes and maintenance schedules. Identifies computer or network equipment shortages and places orders. Provides inventory and asset management support.</td>
<td>Associates</td>
<td>Minimum 5 years of related Experience. Experience may be substituted with a bachelor’s degree plus 3 years’ experience.</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Management Analyst</td>
<td>Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Provides on-site support. Leads teams on small to large projects. Oversees all aspects of projects. Provides information required to support Capital Planning and Investment Control (CPIC) activities and decision-making throughout the project life cycle. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities. Leads application development using both traditional and Agile development methodologies. Implement strategies to minimize, mitigate, or avoid identified and potential risks. Develops proactive contingency plans. Assesses infrastructure on a regular basis to ensure it continues to meet necessary demands. Manages daily operations of the IT department. Develops new strategies and IT procedures to increase efficiency, enhance workflow and improve customer satisfaction. Coordinates the needs of in-house IT experts and remote employees, vendors and contractors. Protects customer data from outside infiltration through encryption, secure data storage and other necessary means. Assists with the installation of new hardware and software and helps train employees on its use. Writes application software, conducts data analysis, ensures data access, develops data structures/databases, programs, tests and implements, technical and user documentation, software conversions; environments include but are not limited to</td>
<td>Bachelors</td>
<td>Minimum 10 years of related experience</td>
</tr>
<tr>
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<tr>
<td>54151HACS</td>
<td>ISSO/Cyber SME</td>
<td>Responsible for protecting system boundaries and ensuring that IT systems, applications and network devices are hardened against threats. Supports the security operations as an advanced escalation point identifying and addressing potential information security incidents. Maintains the security and integrity of cyber systems and networks. Evaluates cyber threat operations, system vulnerabilities and threat profiles. Provides expertise in conducting research and evaluating intelligence with specific emphasis on network operations and cyber warfare tactics, techniques, and procedures focused on the threat to networked weapons platforms. Prepares assessments and cyber threat profiles of current events based on collection, research and analysis of classified and open-source information. Correlates threat data from various sources. Develops and maintains analytical procedures to meet changing requirements and ensure maximum operations. Researches and evaluates new technology, techniques, and threatening capabilities and tactics focused on the threat to information networks. Provides application analysis and data modeling design to collect data for centralized data warehouses. Evaluates cyber threat operations and system vulnerabilities and develops assessments, threat profiles and custom detection capabilities. Generates and reviews reports, briefings and recommendations to highlight these threats and possible resolutions.</td>
<td>Bachelors</td>
<td>Minimum 7 years of related experience</td>
</tr>
<tr>
<td>54151HACS</td>
<td>Cyber Management Analyst</td>
<td>Responsible for supporting the analysis of systems, programs, and/or planning activities. Researching and writing policies, procedures, and other technical documentation. Supporting analysis of IA/Cyber related programs and initiatives. Conducting security and risk assessments. Duties may also include the research and analysis in support of the design and development of relationships and solutions to resolve problems within the specialty area.</td>
<td>Bachelors</td>
<td>Minimum 2 years of Related experience</td>
</tr>
</tbody>
</table>