

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*



**1611 Robert Lewis Avenue**  
**Upper Marlboro, Maryland 20774-5655**  
**Phone: 301-429-5155 x303**  
**Fax: 301-429-1019**  
**Website: [www.kmscorp.com](http://www.kmscorp.com)**

**Contract No. GS-00F-006BA**

**Professional Services Schedule**

**Industrial Group:00CORP**

**For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.**

**Contract Period: May 23, 2014 through May 22, 2019**

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!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

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**Contractor:** KMS Enterprises, Incorporated  
 1611 Robert Lewis Avenue  
 Upper Marlboro, Maryland 20774-5655

**Business Size:** Small, Disadvantaged, Woman Owned, Veteran Owned Business

**Telephone:** (301) 429-5155  
**Extension:** 303  
**FAX Number:** (301) 429-1019  
**Web Site:** www.kmscorp.com  
**E-mail:** sharon.graves@kmscorp.com  
**Contract Administration:** Sharonlyne A Graves

**CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to schedule and NAICS codes**

NAICS Code	SIN	Recovery	SIN Description
541511 541512 541519	C132-51	C132-51RC	Information Technology Professional Services SUBJECT TO COOPERATIVE PURCHASING
541611	874-1	874-1RC	Integrated Consulting Services

**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. Not applicable**

**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. Refer to Section 27 for offered labor categories and hourly rates.**

**2. Maximum Order: \$1,000,000.00**

**3. Minimum Order: \$100.00**



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

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- 4. Geographic Coverage (delivery Area):** Domestic and Overseas
- 5. Point(s) of production (city, county, and state or foreign country):** Upper Marlboro, Prince George's County, Maryland USA
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Section 27.
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes, VISA, Mastercard, American Express, and Discover accepted.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
- 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.** Contact Contractor
- 11c. Overnight and 2-day delivery.** Contact Contractor
- 11d. Urgent Requirements.** 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), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

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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):** 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 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/](http://www.Section508.gov/).
25. **Data Universal Numbering System (DUNS) number:** 120509638
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

**27. Final Pricing:**

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

Item	SIN	Awarded Labor Category	Min Education	Min Exp	Site	Hourly Rates
1	C132 51	IT Project Manager (PM)	Bachelors	4	Both	\$111.34
2	C132 51	Developer	Bachelors	4	Both	\$79.78
3	C132 51	Web Designer II	Bachelors	8	Both	\$98.96
4	C132 51	Web Designer I	Bachelors	5	Both	\$89.46
5	C132 51	Project Support Specialist (PSS) II	Bachelors	4	Both	\$66.74
6	C132 51	Project Support Specialist (PSS) I	Bachelors	2	Both	\$59.34
7	C132 51	Testing Specialist	Bachelors	4	Both	\$86.01
8	874 1	Subject Matter Expert (SME)	Bachelors	8	Both	\$128.03
9	874 1	Process Improvement Analyst (PIA) II	Bachelors	5	Both	\$80.00
10	874 1	Process Improvement Analyst (PIA) I	Bachelors	3	Both	\$75.00
11	874 1	Program Manager II	Bachelors	8	Both	\$105.32
12	874 1	Project Manager I	Bachelors	5	Both	\$89.39
13	874 1	Program Analyst	Bachelors	10	Both	\$93.83

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services 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 CFR 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.



**Contract No. GS-00F-006BA  
Authorized Federal Supply Schedule Price List**

**LABOR CATEGORY DESCRIPTIONS**

In any labor category, additional education over the minimum required may be substituted for required experience as shown in Table TA3.1:

**Table TA3.1 – Additional Education Substituted for Required Experience**

<b>Required Education</b>	<b>Actual Education</b>	<b>Credit for Experience</b>
HS Diploma	Associate’s Degree	2 years
HS Diploma	Bachelor’s Degree	4 years
Bachelor’s Degree	Master’s Degree	2 years
Bachelor’s Degree	Ph.D.	6 years

In any labor category, additional experience over the minimum required may be substituted for required education as shown in Table TA3.2:

**Table TA3.2 – Additional Experience Substituted for Required Education**

<b>Actual Education</b>	<b>Required Education</b>	<b>Additional Experience Above Minimum Required</b>
HS Diploma	Associate’s Degree	5 years
HS Diploma	Bachelor’s Degree	10 years
Associate’s Degree	Bachelor’s Degree	5 years
Associate’s Degree	Master’s Degree	10 years
Bachelor’s Degree	Master’s Degree	3 years



**Contract No. GS-00F-006BA  
Authorized Federal Supply Schedule Price List**

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**LABOR CATEGORIES FOR SIN C132 51 – INFORMATION TECHNOLOGY  
PROFESSIONAL SERVICES**

**IT Project Manager (PM)**

**Functional Responsibilities:** Responsible for overseeing and managing IT contracts/task orders to include technical staff, funds/budgets, plans, schedules, equipment, tools, and other IT resources. Serves as the authorized interface with the customer's representative(s). Responsible for insuring that technical solutions are implemented in accordance with the customer's requirements. Prepares status reports for the customer and corporate management and identifies and resolves issues/problems in a timely manner. Identifies and manages risks to successfully deliver project on time and within budget.

**Minimum/General Experience:** Four (4) years of experience in IT project management; demonstrates 1) ability to manage technical staff, tools, and resources, 2) knowledge of IT project's life cycles, 3) experience in the use of management tools to plan, schedule, and track technical activities, and 4) exceptional oral and written communication skills.

**Minimum Educational/Degree Requirements:** Bachelor's degree in computer science (CS), engineering, science, physics, mathematics, or management.

**Applicable Training or Certification Requirements:** Project Management Professional (PMP) certification is desirable but not required.

**Developer**

**Functional Responsibilities:** Analyzes technical and non-technical requirements for functional areas. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

**Minimum/General Experience:** Four (4) years of experience in information systems design and development.

**Minimum Educational/Degree Requirements:** Bachelor's degree in a technical field, such as Computer Science, Information Systems, or Engineering.

**Applicable Training or Certification Requirements:** None.



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

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**Web Designer II**

**Functional Responsibilities:** Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Intranet/Extranet sites and applications. May provide human factors engineering and usability testing and support. May provide database design and modeling. Works with HTML, Java, JScript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, ActiveX, Plug-Ins, Visual Basic, Visual C++, GIF, JPEG, MPEG, video/audio streaming, and more. Provides web site development, design, support, and maintenance. May function as team leader for less experienced developers.

**Minimum/General Experience:** Eight (8) years of experience in design, development, and deployment of software applications. Demonstrates an understanding of Web technology and development tools; operating systems; computer equipment; LAN/WAN fundamentals; TCP/IP communications fundamentals.

**Minimum Educational/Degree Requirements:** Bachelor's degree in a technical field.

**Applicable Training or Certification Requirements:** None.

**Web Designer I**

**Functional Responsibilities:** Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Intranet/Extranet sites and applications. May provide human factors engineering and usability testing and support. May provide database design and modeling. Works with HTML, Java, JScript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, ActiveX, Plug-Ins, Visual Basic, Visual C++, GIF, JPEG, MPEG, video/audio streaming, and more. Provides web site development, design, support, and maintenance.

**Minimum/General Experience:** Five (5) years of experience in design, development, and deployment of software applications. Demonstrates an understanding of Web technology and development tools; operating systems; computer equipment; LAN/WAN fundamentals; TCP/IP communications fundamentals.

**Minimum Educational/Degree Requirements:** Bachelor's degree in a technical field.

**Applicable Training or Certification Requirements:** None.

**Project Support Specialist (PSS) II**

**Functional Responsibilities:** Supports meetings by preparing agendas, inviting attendees, preparing meeting minutes, and logging and tracking action items and issues. Maintains project schedules. Manages documentation (hard copies and electronic files) and maintains documentation repositories. Writes, reviews, edits, and coordinates the approval of documentation. May perform financial related tasks, such as logging receipt of invoices,



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

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validating invoice data, obtaining invoice approvals, tracking payment of invoices, and maintaining project budgets. Provides technical support to the team responsible for system/software development. Provides assistance in one or more areas, such as testing and system analysis. May prepare test documentation, such as test plans, scripts/cases, procedures, and reports, and execute independent tests of applications. Works with IT project team to resolve any problems that are identified. May function as team leader for less experienced personnel. Gathers, analyzes, and composes technical information for technical documents, manuals, instructions, policy and procedures guides, systems specifications, and systems operating requirements. Conducts research and ensures the use of proper technical terminology for document management and IT systems for operators and end users. Ensures a level of understanding for written text for end users. Interfaces with systems developers, analysts, programmers, computer operators, and end users in ensuring technical accuracy and completeness. Plans, writes, and maintains systems and user support documentation efforts, including online help screen.

**Minimum/General Experience:** Four (4) years of administrative, business, or management experience; skilled in the use of office software products, such as Microsoft Word, Excel, PowerPoint, Visio, Outlook, and Project; excellent oral and written communication skills; ability to organize and prioritize multiple tasks; experienced in working with all levels of personnel.

**Minimum Educational/Degree Requirements:** Bachelor's degree.

**Applicable Training or Certification Requirements:** None.

**Project Support Specialist (PSS) I**

**Functional Responsibilities:** Supports meetings by preparing agendas, inviting attendees, preparing meeting minutes, and logging and tracking action items and issues. Maintains project schedules. Manages documentation (hard copies and electronic files) and maintains documentation repositories. Writes, reviews, edits, and coordinates the approval of documentation. May perform financial related tasks, such as logging receipt of invoices, validating invoice data, obtaining invoice approvals, tracking payment of invoices, and maintaining project budgets. Provides technical support to the team responsible for system/software development. Provides assistance in one or more areas, such as testing and system analysis. May prepare test documentation, such as test plans, scripts/cases, procedures, and reports, and execute independent tests of applications. Works with IT project team to resolve any problems that are identified. Gathers, analyzes, and composes technical information for technical documents, manuals, instructions, policy and procedures guides, systems specifications, and systems operating requirements. Conducts research and ensures the use of proper technical terminology for document management and IT systems for operators and end users. Ensures a level of understanding for written text for end users. Interfaces with systems developers, analysts, programmers, computer operators, and end users in ensuring technical accuracy and completeness. Plans, writes, and maintains systems and user support documentation efforts, including online help screen.



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

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**Minimum/General Experience:** Two (2) years of administrative, business, or management experience; skilled in the use of office software products, such as Microsoft Word, Excel, PowerPoint, Visio, Outlook, and Project; excellent oral and written communication skills; ability to organize and prioritize multiple tasks; experienced in working with all levels of personnel.

**Minimum Educational/Degree Requirements:** Bachelor's degree.

**Applicable Training or Certification Requirements:** None.

**Testing Specialist**

**Functional Responsibilities:** Must be capable of designing and executing IT (software and hardware) tests and evaluating results to ensure compliance with application requirements. Must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Analyzes internal security within systems. Reviews test results and evaluates product for compliance with design.

**Minimum/General Experience:** Four (4) years of experience in system/software development and/or testing (integration, system, and acceptance).

**Minimum Educational/Degree Requirements:** Bachelor's degree in a technical field.

**Applicable Training or Certification Requirements:** None.



**Contract No. GS-00F-006BA  
Authorized Federal Supply Schedule Price List**

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**LABOR CATEGORIES FOR SIN 874 1 – INTEGRATED CONSULTING SERVICES**

**Subject Matter Expert (SME)**

**Functional Responsibilities:** Confers with client executive management using experience and expertise to assist the client in defining his/her strategic technical, business, or management goals, and offers advice/guidance needed to meet these goals. Analyzes client requirements and recommends approaches to address/resolve complex issues and problems. Assists client in developing conceptual strategic plans and formulating presentations for upper-level management and external stakeholders.

**Minimum/General Experience:** Eight (8) years of experience in a technical field, business, and/or management. Demonstrates exceptional oral and written communication skills.

**Minimum Educational/Degree Requirements:** Bachelor's degree.

**Applicable Training or Certification Requirements:** None.

**Process Improvement Analyst (PIA) II**

**Functional Responsibilities:** Plans, facilitates, and supports complex methodology development and evaluation, business process reengineering, identifying best practices, change management, business management techniques, and organizational development. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Creates and assesses performance measurements and provides training in methodologies and principles.

**Minimum/General Experience:** Five (5) years of experience in a technical, business, or management field with at least two (2) years of specialized experience. Specialized experience includes, but is not limited to, systems engineering, software engineering, program/project management, systems integration, or quality assurance. Excellent oral and written communication skills; experience with one (1) or more standards or methodologies, such as such as CMMI, ISO 9001, Six Sigma, ITIL, or PMBOK.

**Minimum Educational/Degree Requirements:** Bachelor's degree in a technical, business, or management field.

**Applicable Training or Certification Requirements:** None.



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

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**Process Improvement Analyst (PIA) I**

**Functional Responsibilities:** Plans, facilitates, and supports complex methodology development and evaluation, business process reengineering, identifying best practices, change management, business management techniques, and organizational development. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Creates and assesses performance measurements and provides training in methodologies and principles.

**Minimum/General Experience:** Three (3) years of experience in a technical, business, or management field with at least one (1) year of specialized experience. Specialized experience includes, but is not limited to, systems engineering, software engineering, program/project management, systems integration, or quality assurance. Excellent oral and written communication skills; experience with one (1) or more standards or methodologies, such as such as CMMI, ISO 9001, Six Sigma, ITIL, or PMBOK.

**Minimum Educational/Degree Requirements:** Bachelor's degree in a technical, business, or management field.

**Applicable Training or Certification Requirements:** None.

**Program Manager (PM) II**

**Functional Responsibilities:** Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: managing multiple concurrent project tasks, providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as corporate point of contact with customer's representative(s).

**Minimum/General Experience:** Eight (8) years of experience in business and/or management. Organizes, directs, and coordinates planning and production of all contract support activities related to human resources, budgets, plans, equipment, security, and facilities. Demonstrated communications skills at all levels of management. Experienced in interfacing with customer representative(s).

**Minimum Educational/Degree Requirements:** Bachelor's degree.

**Applicable Training or Certification Requirements:** Project Management Professional (PMP) certification is desirable but not required.



**Contract No. GS-00F-006BA**  
**Authorized Federal Supply Schedule Price List**

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**Project Manager (PM) I**

**Functional Responsibilities:** Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: managing multiple concurrent project tasks, providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as corporate point of contact with customer's representative(s).

**Minimum/General Experience:** Five (5) years of experience in business and/or management. Organizes, directs, and coordinates planning and production of all contract support activities related to human resources, budgets, plans, equipment, security, and facilities. Demonstrated communications skills at all levels of management. Experienced in interfacing with customer representative(s).

**Minimum Educational/Degree Requirements:** Bachelor's degree.

**Applicable Training or Certification Requirements:** Project Management Professional (PMP) certification is desirable but not required.

**Program Analyst**

**Functional Responsibilities:** Reviews, provides updates, prepares forecasts, and makes recommendations during the preparation of organizational budgets. Provides support for acquisition management and contracting and assists with the preparation of acquisition packages. Reviews and analyzes solicitations for contractual completeness and proper adherence to all applicable regulations, policies, and guidelines. Reviews and processes vendor invoices for accuracy, interfacing with accounting personnel to verify or correct invoicing data. Manages junior personnel.

**Minimum/General Experience:** Ten (10) years of experience in law/legal studies, finance, accounting, business, or management; excellent oral and written communication skills; experienced in working with all levels of personnel.

**Minimum Educational/Degree Requirements:** Bachelor's degree.

**Applicable Training or Certification Requirements:** None.