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: GSAAdvantage.gov

Schedule Title: Multiple Award Schedule  
Federal Supply Group: Office Management, Furniture and Furnishings

Contract Number: GS-03F-114DA  
Contract Period: June 13, 2016 through June 12, 2026

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

Contractor: PROVEN Management, LLC  
440 First Street NW, Suite 740  
Washington, DC 20001

Business Size: Woman Owned Small Business (WOSB), Economically Disadvantaged Women Owned Small Business (EDWOSB), SBA Certified 8(a) Firm

Telephone: 202-704-3610  
Web Site: www.provenmgmt.com  
E-mail: Denita.conway@provenmgmt.com  
Contract Administration: Denita R. Conway

Pricelist current through Modification #PO-0009, dated June 13, 2021.
CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614CF</td>
<td>541614CFRC</td>
<td>Comprehensive Furniture Management Services</td>
</tr>
<tr>
<td>541614OR</td>
<td>541614ORRC</td>
<td>Office Relocation and Reconfiguration</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</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 Pricing 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 SINs 541614CF and OLM - $250,000.00  
For SIN 541614OR - $500,000.00

3. Minimum Order: 4 hour daily minimum

4. Geographic Coverage (delivery Area): Domestic Only

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

6. Prices Shown Herein are Net (discount deducted)

7. Quantity discounts: None Offered

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 (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): 30 Days ARO

10b. 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: Contact Contractor

10c. 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: Contact Contractor

10d. 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 effect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination
12a. Ordering Address (es): PROVEN Management, LLC
   440 First Street NW Suite 740
   Washington, DC 20001

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: PROVEN Management, LLC
    440 First Street NW Suite 740
    Washington, DC 20001

14. Warranty provision: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): 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

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list
     prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
     N/A

22b. 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.provenmgnt.com

23. Data Universal Numbering System (DUNS) number: 827429635

24. Notification regarding registration in System for Award Management (SAM) database:
    Registered.
## GSA Awarded Pricing for SINs 541614CF and 541614OR

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert</td>
<td>$185.19</td>
<td>$189.45</td>
<td>$193.81</td>
<td>$198.27</td>
<td>$202.83</td>
</tr>
<tr>
<td>Project Director</td>
<td>$127.60</td>
<td>$130.53</td>
<td>$133.54</td>
<td>$136.61</td>
<td>$139.75</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>$124.21</td>
<td>$127.07</td>
<td>$129.99</td>
<td>$132.98</td>
<td>$136.04</td>
</tr>
<tr>
<td>Project Manager/Move Management</td>
<td>$106.15</td>
<td>$108.59</td>
<td>$111.09</td>
<td>$113.64</td>
<td>$116.25</td>
</tr>
<tr>
<td>Project Manager Associate</td>
<td>$72.45</td>
<td>$74.12</td>
<td>$75.82</td>
<td>$77.56</td>
<td>$79.35</td>
</tr>
<tr>
<td>Project Management Installation</td>
<td>$66.42</td>
<td>$67.95</td>
<td>$69.51</td>
<td>$71.11</td>
<td>$72.75</td>
</tr>
<tr>
<td>Lead Installer</td>
<td>$54.40</td>
<td>$55.65</td>
<td>$56.93</td>
<td>$58.24</td>
<td>$59.58</td>
</tr>
<tr>
<td>Quality Control Manager</td>
<td>$56.46</td>
<td>$57.76</td>
<td>$59.09</td>
<td>$60.45</td>
<td>$61.84</td>
</tr>
<tr>
<td>Designer</td>
<td>$66.89</td>
<td>$68.43</td>
<td>$70.01</td>
<td>$71.62</td>
<td>$73.26</td>
</tr>
<tr>
<td>Inventory Specialist</td>
<td>$47.43</td>
<td>$48.52</td>
<td>$49.63</td>
<td>$50.77</td>
<td>$51.94</td>
</tr>
<tr>
<td>Crew Chief-Move Supervisor</td>
<td>$37.90</td>
<td>$38.77</td>
<td>$39.67</td>
<td>$40.58</td>
<td>$41.51</td>
</tr>
<tr>
<td>Installer</td>
<td>$47.39</td>
<td>$48.48</td>
<td>$49.59</td>
<td>$50.73</td>
<td>$51.90</td>
</tr>
<tr>
<td>Mover**</td>
<td>$34.06</td>
<td>$34.84</td>
<td>$35.64</td>
<td>$36.46</td>
<td>$37.30</td>
</tr>
<tr>
<td>Straight Truck and Driver (Class B)**</td>
<td>$69.13</td>
<td>$70.72</td>
<td>$72.35</td>
<td>$74.02</td>
<td>$75.72</td>
</tr>
<tr>
<td>Tractor Trailer and Driver**</td>
<td>$80.27</td>
<td>$82.12</td>
<td>$84.01</td>
<td>$85.94</td>
<td>$87.92</td>
</tr>
</tbody>
</table>

**Service Contract Labor Standards 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>Mover</td>
<td>21050 – Material Handling Laborer</td>
<td>WD 2005-2104</td>
</tr>
<tr>
<td>Straight Truck Driver</td>
<td>31363 – Truck Driver, Heavy</td>
<td>WD 2005-2104</td>
</tr>
<tr>
<td>Tractor Trailer Driver</td>
<td>31364 – Truck Driver, TractorTrailer</td>
<td>WD 2005-2104</td>
</tr>
</tbody>
</table>

The State and County used for this table is: District of Columbia, Maryland, Virginia, and Maryland Counties of Calvert, Charles, Frederick, Montgomery, Price George’s (MD), St. Mary’s, Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George (VA), Loudoun, Prince William and Stafford.

*The Service Contract Labor Standards (SCLS) is applicable to this contract and includes SCLS applicable labor categories. The prices for the indicated SCLS labor categories are based on the U. S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.*
Subject Matter Expert

**Experience:** 12 years experience. Senior level position with the responsibility of ensuring the firm's ability to deliver high quality services in a timely, efficient, and profitable manner. Authority to enter into contracts for the procurement of professional services. Final responsibility for project completion in accordance with contractual agreements. Serves as a senior, in-house technical expert.

**Education:** BS/BA Degree or equivalent specialized experience is required

**Responsibilities:** Plans and provides leadership and analysis for major office relocation/renovation projects as well as developing complex technical solutions for planning and design studies. Supervises, plans and directs project coordination and management. Provides comprehensive definition of all management and technical aspects of project requirements.

Project Director

**Experience:** Minimum of 8 years experience including 3 years experience as a senior project team leader or similar role. Possesses business unit management responsibilities, and provides managerial and technical leadership to direct and support a broad range of activities.

**Education:** BS/BA Degree or equivalent specialized experience is required

**Responsibilities:** Plans and provides leadership and analysis for major office relocation/renovation projects as well as developing complex technical solutions for planning and design studies. Supervises, plans and directs project coordination and management. Actively participates in business development and responsible for timely and accurate completion of projects.

Senior Project Manager

**Experience:** Minimum of 7 years experience including 3 years experience as a project manager. Provides effective leadership and management to projects, ensuring quality performance by the project team and the company as a whole. Expert knowledge of planning the budgeting and design process, including all phases from strategic operational/logistics planning/budgeting, procurement strategy and implementation, end user, project team and public communications and close out.

**Education:** BS/BA Degree or equivalent specialized experience is required

**Responsibilities:** Responsible and accountable for all facets of project performance, including technical/professional financial and client satisfaction. Comprehensive project management support and supervisory services for the design, reconfiguration, and relocation of office spaces for facilities program services to support project and task order requirements. Maintains contact with the client for planning and executing the project.
**Project Manager/Move Management**

**Experience**: Minimum 4 years experience. Provides effective leadership and management to projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction to junior personnel.

**Education**: BS/BA Degree or equivalent specialized experience is required

**Responsibilities**: Manages and oversees the efforts with respect to administering facility or project services to support task orders. Plans, schedules, organize, supervise and control the work to be performed and interfaces with the client on a day-to-day basis. Ensures all contract performance is conducted in compliance with all terms and conditions.

---

**Project Manager Associate**

**Experience**: Minimum of 4 years’ experience with strong technical and customer service abilities. Ability to interact with both clients and vendors to achieve optimum results. Sound judgement in quickly resolving issues with the ability to understand when to escalate concerns to the Project Manager in charge. Communicates effectively to all parties

**Education**: BS/BA Degree or equivalent specialized experience is required

**Responsibilities**: Works with the project manager- move management in supporting the client requirements. Responsible for assisting with developing costing (budgets), works with the Project Manager to develop and implement the daily move sequencing schedule, works with the client in conjunction with the project manager to develop and implement the IT move plans, the surplus plan and the communication plan. Provides support services for the performance work statement and is on-site to oversee move day and record any problems associated with this.

---

**Project Management Installation**

**Experience**: Minimum of 4 years experience. Provides effective leadership and management to installation projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction to junior personnel.

**Education**: High School Diploma or equivalent specialized experience is required

**Responsibilities**: Manages and oversees the installation efforts with respect to design, installation and repair. Ensures all contract performance is conducted in compliance with all terms and conditions.
**Lead Installer**

**Experience:** Minimum of 2 years experience. Provides effective leadership and management to projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of project performance, including technical, professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction to junior personnel.

**Education:** High School Diploma and equivalent specialized experience is required.

**Responsibilities:** Manages and oversees the efforts with respect to administering facility or project services to support task orders. Plan, schedule, organize, supervise and control the work to be performed and interfaces with the client on a day-to-day basis. Ensures all contract performance is conducted in compliance with all terms and conditions.

---

**Quality Control Manager**

**Experience:** Minimum of 2 years experience. Works with the Project Executive and the Project Manager to review plans and project documentation to ensure adherence to corporate guidelines.

**Education:** BS/BA Degree or equivalent specialized experience is required.

**Responsibilities:** Responsible for resources, work standards, schedule, quality assurance plans, reviewing progress reports, supervising personnel, and communicating policies, goals, accomplishments and for overall contract performance. Also responsible for the overall quality of the project and associated deliverables. Responsible for the quality and correctness of all project documentation, including drawings, budgets, installations and punch list.

---

**Designer**

**Experience:** 2 years professional experience required. The designer works with tenant groups to plan and review design schematics for FF&E needs

**Education:** BS/BA Degree or equivalent specialized experience is required.

**Responsibilities:** Provides workstation layouts, sustainability and ergonomic analysis.

---

**Inventory Specialist**

**Experience:** Works with the Project Manager to ensure inventory is accurately captured. Reviews plans and project documentation to ensure inventory specified matches clients design and asset needs.

**Education:** High School Diploma and equivalent specialized experience is required.

**Responsibilities:** Responsible for managing, collecting and controlling all inventory related projects. To include working with installers, designers and warehousemen. Oversees the RFID process.
**Installer**

**Experience:** Minimum of 1 year experience in the fields of equipment and materials handling systems, systems reconfigurations and facilities and office relocation services.

**Education:** High School Diploma.

**Responsibilities:** The installer will provide equipment, facility and office installation, relocation, assembly and disassembly services to support a variety of distribution systems, modular furniture, high density shelving and storage, laboratory equipment and computer components and systems according to the designs and plans.

---

**Crew Chief – Move Supervisor**

**Experience:** Minimum of 1 year experience working in related trade or experience related to logistics, transportation, move management, and facilities supervisors related to office relocations and building management services.

**Education:** High School Diploma

**Responsibilities:** The supervisor will provide and supervise the staff in the performance of a variety of duties in transportation, logistics, facility site preparation, building functional operations, inventory and supervise the labor required to install and maintain equipment and systems and reconfigure and or relocate systems, modular furniture, high density shelving, and computer systems.

---

**Mover**

**Experience:** No experience required in the related field for the moving and office relocation industry.

**Education:** High School Diploma

**Responsibilities:** Movers are responsible for the following the directions of supervisors for packing and moving all office furniture, files, records, books, computer systems and other office equipment using moving equipment that includes dollies, commercial bins, panel carts, cradles, including proficient in utilizing a variety of specialized moving supplies such as computer bags, bubble wrap, shrink wrap, and containers.

---

**Straight Truck and Driver (Class B)**

**Experience:** No experience required

**Education:** High School Diploma with 1 year experience.

**Responsibilities:** A CDL Class A or Class B Driver is responsible for safely operating a Truck or Tractor Trailer in transporting the furniture, equipment and scientific equipment from one location to another in supporting all office relocations. The driver is responsible for the operation, maintenance and cleanliness of his assigned vehicles.
**Tractor Trailer and Driver**

**Experience:** Required to have and maintain their CDL Class A Certified license.

**Education:** High School Diploma with a CDL Class A Certification

**Responsibilities:** A CDL Class A or Class B Driver is responsible for safely operating a truck to tractor trailer in transporting the furniture, equipment and scientific equipment from one location to another in supporting all office relocations. The driver is responsible for operation, maintenance and cleanliness of his assigned vehicles.