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

Schedule for - Multiple Award Schedule (MAS)

Contract Number: GS-10F-0078T

Federal Supply Group: Professional Services

Supplement Number #PS-0037 effective September 17, 2021

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

Contract Period: December 15, 2021 - December 14, 2026

Contractor:

Professional Analysis, Inc. (d.b.a.) PAI
2121 Eisenhower Ave
Suite 400
Alexandria, VA 22314-5306

Business Size: Small, Veteran Owned Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contracts awarded size status for the preponderance NAICS designated in the RFQ is “other than small”.

Telephone: (703) 566-8025 x111
FAX Number: (703) 567-1887
Web Site: www.pai-inc.com
E-mail: scmellis@pai-inc.com
Contract Administration: Stephen Mellis
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Title</th>
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<tbody>
<tr>
<td>541330ENG</td>
<td>541330ENGRC</td>
<td>Engineering Services</td>
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<td>541614</td>
<td>541614RC</td>
<td>Deployment, Distribution and Transportation Logistics Services</td>
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<td>541614SVC</td>
<td>541614SVCRC</td>
<td>Supply and Value Chain Management</td>
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<tr>
<td>561210FS</td>
<td>561210FSRC</td>
<td>Facilities Support Services</td>
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<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
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<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
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<td>541690</td>
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<td>Technical Consulting Services</td>
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<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</td>
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</table>

1b. Lowest Priced Model:
See Labor Rate Table on Page 5

1c. Description of Commercial Job Titles:
See Labor Category Descriptions on Page 5 for a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services

2. Maximum Order: $1,000,000.00

3. Minimum Order: $300.00

4. Geographic Coverage (delivery Area):
Domestic and Overseas

5. Point(s) of production:
Same as company address

6. Discount from list prices or statement of net price:
Prices listed herein are NET

7. Quantity discounts:
None Offered

8. Prompt payment terms:
2%-10, Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items:
None

10a. Time of Delivery:
Specified on the Task Order

10b. Expedited Delivery:
Not applicable
10c. **Overnight and 2-day delivery:**
   Not applicable

10d. **Urgent Requirements:**
   Contact Contractor
   Call Stephen Mellis at 703-566-8025, Ext 111, or Email: scmellis@pai-inc.com

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

12a. **Ordering Address:**
    Same as Contractor, or
    Call Alan Blackburn at 703-566-8025, Ext 104, or Email: ablackburn@pai-inc.com

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(es):**
    Same as company address

14. **Warranty provision:**
    Warranty provisions shall be identified in individual orders; Ordering agencies will negotiate with the contractor before an order is issued

15. **Export Packing Charges:**
    Not applicable

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

17. **Terms and conditions of installation:**
    Non applicable

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:**
    Not applicable

18b. **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:**
    None
22b. Section 508
   Not Applicable for the SINs offered.

23. Unique Entity Identifier (UEI) Number:
    869206128

24. Notification regarding registration in System for Award management (SAM) database:
    Professional Analysis, Inc. (CAGE: 1S6K2) is registered in SAM.gov
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Service Contract Labor Standards (SCLS) Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code – Title</th>
<th>WD Number</th>
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</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Equipment Operator/Mechanic</td>
<td>23440 – Heavy Equipment Operator</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technician</td>
<td>30084 – Engineering Technician IV</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Warehouse Specialist</td>
<td>21410 – Warehouse Specialist</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) are applicable to this contract and it 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 SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
Labor Category Descriptions

Program Manager

Functional Responsibility: Serves as the contractor’s single contract manager and shall be the contractor’s authorized interface with the Government Contracting Officer, the Contracting Officer’s Representative (COR), Government Management and technical personnel. Responsible for providing quality services by assigning tasks, coordinating efforts, communicating goals and policies to subordinates, and managing support provided within time frames and budget constraints. Responsible for the overall contract performance.

Minimum Education – Minimum Experience: Master’s degree and 7 years relevant experience, or Bachelor’s degree and 15 years relevant experience.

Senior Logistician

Functional Responsibility: Plans and develops logistics program activities from conceptual stage through life cycle of product. Develops and implements program activities, coordinates efforts of subcontractors and field service personnel, and resolves problems in area of logistics to meet contractual commitment. Compiles data on standardization and interchangeability of parts to expedite logistic activities. Determines logistic support sequences and time-phasing problems arising from location of operational area and factors, such as environmental and human factors affecting personnel.

May address DoD cargo issues to include standard port procedures, frustrated cargo, and container management. Perform analyses of cargo movement and other logistics data, develop metrics/plans (including Courses of Action (COA)) and facilitate implementation of business process changes to improve efficiencies.

May also analyze cargo movement processes and emerging trends to provide policy and process change guidance. Reengineer mission processes by applying business process reengineering principles and propose and assist in change initiatives that enhance product workflow. Provide analytical reports identifying trends and impacts on distribution management programs. Develop operational plans and concepts and provide recommendations to high level officials.

Minimum Education – Minimum Experience: Bachelor’s degree and 12 years relevant experience, or High School diploma and 20 years relevant experience. Also requires experience using MS Office products.

Logistician

Functional Responsibility: Analyzes data, contractual commitments, customer specifications, and design changes. Provides assessments of current logistical practices and recommends alternative solutions in areas such as integrated logistics support, warehousing, automated information tracking, shipping, spares support. Develops and initiates preparation of user manuals and information systems to provide and supply logistic support. May provide user with training. May perform special research or technical studies using computer techniques for analysis, simulation and documentation.

Minimum Education – Minimum Experience: Bachelor's degree and 7 years of relevant experience, or High School diploma and 15 years relevant experience. Also requires experience using MS Office products.
Inventory Manager/Analyst

**Functional Responsibility:** Supervises and coordinates activities or workers engaged in verifying and keeping records on incoming and outgoing shipments and preparing items for shipment. Studies shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments and shipping methods required to meet shipping and receiving schedules. Responsible for supervising material handling personnel and all aspects of material handling and logistics processes. Responsible for negotiating shipping rates with carriers and managing import and export compliance issues.

May address DoD cargo issues to include standard port procedures, resolving frustrated cargo, and container management. Monitor all cargo movements and provide analysis of trends in meeting operational need goal timelines. Uses Automated Information Systems (AIS) and the Defense Transportation System (DTS) to support force deployment, supply chain management and In Transit Visibility (ITV).

May perform various fund control and accounting functions including working with financial documents, budgets and AIS to support customer functions, planning and decisions. Compares transportation rates to identify and recommend more efficient/economical use of resources. Also may assist with Financial Improvement and Audit Readiness (FIAR).

**Minimum Education – Minimum Experience:** Bachelor’s degree and 7 years relevant experience, or High School diploma and 15 years relevant experience. Also requires experience using MS Office products.

Information Specialist

**Functional Responsibility:** Supports technical and management personnel by: developing and maintaining databases and files; performing research and analysis; compiling data from various sources; preparing reports and presentations using word processing, spreadsheet, and presentation software; and performing data entry and other tasks as assigned.

**Minimum Education – Minimum Experience:** Associate’s degree or High School diploma and 2 years of relevant experience. Also requires experience using MS Office products.

Warehouse Specialist*

**Functional Responsibility:** Performs a variety of warehousing duties such as maintaining control of excess property; routing materials to prescribed storage locations; rearranging and taking inventory of stored materials and removing material from storage and preparing for shipment. May operate gas, electric or propane forklifts or hand trucks and pallet jacks in performing warehouse duties and loading and unloading trucks. Must be able to lift items weighing up to 40 pounds.

**Minimum Education – Minimum Experience:** High School graduate or High School equivalency certification and two years relevant experience. Also requires experience using MS Office products.

Engineer/Scientist

**Functional Responsibility:** Duties include supporting design and implementation of technical solutions to specific complex problems, leading technical programs/projects/task that technical complexity requires engineering oversight, ensuring completion of programs/projects/task within time and budget constraints and to the quality of established standard/metric.

**Minimum Education – Minimum Experience:** Must have engineering or scientific degree. Bachelors with 4 years of experience or Masters with 2 years of relevant experience.
Senior Engineer/Scientist

**Functional Responsibility:** Duties include providing technical leadership on engineering projects, leading strategic level client meetings, leading design or implementation efforts of program/project/task, serving as the primary interface with client management personnel and ensuring that products adhere to customer requirements.

**Minimum Education – Minimum Experience:** Must have engineering or scientific degree. Bachelors with 8 years of relevant experience or Masters with 4 years of relevant experience.

Program Analyst

**Functional Responsibility:** Duties include providing technical analysis or support to programs/projects and performing a variety of engineering task either independently or under supervision. Tasks may include design and implementation (personnel, hardware, software, support facilities or equipment) and oversight of project or task deliverables. Assists engineers as required and performs other duties as assigned.

**Minimum Education – Minimum Experience:** No degree and 15 years of relevant experience, Bachelor’s in related field with 8 years of relevant experience, or Masters in related field with 4 years of relevant experience.

Technician*

**Functional Responsibility:** Duties include working under the engineer to perform various engineering task which may include engineering design, implementation, support facilities and equipment.

**Minimum Education – Minimum Experience:** High School Diploma and 2 years of relevant experience

Project Manager

**Functional Responsibility:** Duties include overall management of project operations to ensure that production schedules are met, resources are used effectively, and that proper relationships are established between customers, teaming partners and vendors to facilitate the delivery of services. Serves as the overall supervisor of project operational staff.

**Minimum Education – Minimum Experience:** No degree and 15 years of relevant experience, Bachelor’s in related field with 8 years of relevant experience, or Masters in related field with 4 years of relevant experience.

Administrative Support*

**Functional Responsibility:** Duties include providing administrative support to technical and management level personnel. This may include documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration and records and data input.

**Minimum Education – Minimum Experience:** High School Diploma and 2 years of relevant experience

Equipment Operator/Mechanic*

**Functional Responsibility:** Duties include daily operation and minor preventive/corrective maintenance of standard or specialized equipment, including but not limited to motor vehicles or testing apparatus. Perform basic duties incident to equipment/vehicle inspection, maintenance, and repairs such as checking and replenishing fluids. Operate equipment such as trucks, bulldozers, and passenger vehicles to determine repairs, adjustments, modifications needed and move cargo/passengers. Perform intermediate level maintenance on equipment in accordance with equipment operator and technical manuals. Also perform maintenance management activities.

**Minimum Education – Minimum Experience:** High School Diploma and 4 years of relevant experience
Database Administrator

**Functional Responsibility:** Duties include designing, developing, and maintaining databases and data warehouses using standard database programs such as Microsoft Access and Oracle, providing reports, analyses, metrics, and other relevant information to assist with decision making, using knowledge of relational database concepts, SQL programming, and database management practices to communicate with customers to determine database needs, managing data administration, database management systems, and data modeling functions, and applying data models and data process principles and practices to establish guidelines for data management.

**Minimum Education – Minimum Experience:** Bachelor’s Degree in a related field and 5 years of relevant experience, or 10 years of relevant experience.

Acquisition Lead

**Functional Responsibility:** Duties include providing support for all facets of acquisitions life cycle to include administrative support policy, market survey and source selection, contract close out, and professional analytical support.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 8 years of experience, Masters in related field with 4 years of experience or High School with 15 years of experience.

Acquisition Specialist

**Functional Responsibility:** Duties include providing assistant to Acquisition Lead in pre-acquisition planning, preparing and presenting terms and conditions, negotiating, awarding and administer contracts.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 5 years of experience, Masters in related field with 2 years of experience or High School with 10 years of experience.

Configuration Management Analyst

**Functional Responsibility:** Duties include using Configuration Management Databases (CMDBs) to track, log categorize, and maintain changes against the accepted baseline standards. Responsible for developing, distributing, and tracking change packages and providing direction regarding change status, deadlines and problems.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 5 years of experience, Masters in related field with 2 years of experience or High School with 10 years of experience.

Financial Management Specialist

**Functional Responsibility:** Duties include conducting financial management and administrative support services to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling and resource allocation. Performing economic analyses for evaluating the total and marginal costs of alternative means of accomplishing strategic business functions.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 5 years of experience, Masters in related field with 2 years of experience or High School with 10 years of experience.

Cost Analyst

**Functional Responsibility:** Duties include developing cost estimates using a variety of techniques to include collecting data, developing cost estimating relationships, developing cost models, and applying risk analysis techniques and cost uncertainty analysis. Determines estimating methodology, reviews cost models, and evaluates programmatic and technical requirements.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 5 years of experience, Masters in related field with 2 years of experience or High School with 10 years of experience.
Subject Matter Expert I

**Functional Responsibility:** Duties include developing requirements from project inception to conclusion in the subject matter area for simple to moderately complex systems. This position assists other Senior Consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development and/or maintenance efforts.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 5 years of experience, Masters in related field with 2 years of experience or High School with 10 years of experience.

Subject Matter Expert II

**Functional Responsibility:** Duties include defining the problems and analyzes/develops plans and requirements in the subject matter area for moderately complex to complex systems. This position coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 8 years of experience, Masters in related field with 4 years of experience or High School with 15 years of experience.

Senior Consultant

**Functional Responsibility:** Duties include providing technical knowledge in their area of expertise while working either individually or on a team to support the completion of project-specific task within the estimated time and budget constraints. Will apply specific expertise to the practical issues and formulate solutions to the problem. Will interface with the client on a daily basis for project status, presentations, and meetings.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 8 years of experience, Masters in related field with 4 years of experience or High School with 15 years of experience.

Junior Consultant

**Functional Responsibility:** Duties include assisting the Senior Consultant with problem identification, technical analysis, and generating feasible solutions. Will support the completion of project completion within the estimated time and budget constraints. Will interact with the client on a daily basis for project status, presentations, and day-to-day client interactions.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 5 years of experience, Masters in related field with 2 years of experience or High School with 10 years of experience.

Training Instructor

**Functional Responsibility:** Duties include conducting training programs, presenting training materials, and interacting directly with the students through various techniques and tools.

**Minimum Education – Minimum Experience:** Bachelor’s degree with 4 years of experience, Masters with 2 years of experience or High School with 8 years of experience.

Training Lead

**Functional Responsibility:** Duties include acting as the Senior Instructor and responsible for oversight of the training programs, presentations, and training material. Will interact with supervisors and students directly.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 5 years of experience, Masters in related field with 4 years of experience or High School with 10 years of experience.

Business Analyst

**Functional Responsibility:** Duties include providing general functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. Assist with finding trends, errors and reviewing data.

**Minimum Education – Minimum Experience:** Bachelor’s degree with 4 years of experience or Masters with 2 years of experience.
CAD Operator

**Functional Responsibility:** Duties include operating and overseeing CAD requirements for large projects and preparing technical review of CAD work products in accordance with design/engineering specifications.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 3 years of experience or High School with 8 years of experience.

Quality Specialist

**Functional Responsibility:** Duties include overseeing Quality Assurance/Quality Control (QA/QC) requirements through all phases of project lifecycle to include systems requirement review, system definition, and test readiness review. Will assist with risk assessment associated with projects.

**Minimum Education – Minimum Experience:** Bachelor’s in related field with 5 years of experience, Masters in related field with 4 years of experience or High School with 10 years of experience.