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## Professional Services Schedule (PSS)

### Federal Supply Schedule

**Contract Number: GS-10F-0439P      Mod PS-033**

**Industrial Group: 00CORP      Class: R499**

**July 26, 2009 through July 25, 2019**

**DUNS Number: 14-8041130**

#### **1a. Awarded Special Item Numbers:**

**874-1 & 874-1(RC) Integrated Consulting Services** - Services required under this SIN include providing expert advice and assistance in support of agencies' mission oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the PSS solicitation for further information.

**00CORP-500 - Order-Level Materials (OLM)** - Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA).

**00CORP-500RC – Disaster Relief & Recovery**

**1b.** Please see Page 5 for our Price List.

**1c. Labor Category Descriptions:** Please see Page 6 for Labor Category Descriptions.

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

**3. Minimum Order:** \$100.

**4. Geographic Coverage (Delivery Area):** Domestic and Overseas Delivery

**5. Point of Production:**

- Roanoke Office -  
2797 Frontage Road, Suite 1000  
Roanoke, VA 24017-1400  
(540) 343-7300  
(540) 344-5316 Fax

- Alexandria Office -  
1737 King Street, Suite 370  
Alexandria, VA 22314-2832  
(703) 683-7100  
(703) 519-9349 Fax

- San Antonio Office -  
1370 Pantheon Way, Suite 250  
San Antonio, TX 78232  
(210) 495-9005  
(210) 495-9008 Fax

**6. Discount from List Prices:** All prices listed are net prices.

**7. Quantity Discounts:** None.

**8. Prompt Payment Terms:** No special discount is offered for prompt payment. Payment terms are net 30 days.

**9a. Acceptance of Government Credit Cards:** Government credit cards will be accepted for orders at or below the micro-purchase threshold.

**9b. Acceptance of Government Credit Cards:** Government credit cards will be accepted for orders above the micro-purchase threshold.

**10. Foreign Items:** Not Applicable.

**11a. Time of Delivery:** Specified in each task order.

**11b. Expedited Delivery:** To be specified for each task order.

**11c. Overnight and 2-Day Delivery:** Not applicable.

**11d. Urgent Requirements:** Not Applicable.

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

**13a. Ordering Address:** 2797 Frontage Road, Suite 1000 Roanoke, VA 24017-1400

**13b. 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. The ordering procedures for supplies and services, information on BPAs, and a sample BPA can be found at the GSA Schedule homepage at <http://www.gsa.gov/schedules>.

**14. Payment Address is as Follows:** 2797 Frontage Road, Suite 1000 Roanoke, VA 24017-1400

**15. Warranty Provision:** Not applicable.

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

**17. Terms and Conditions of Government Purchase Card Acceptance:** Contact Contractor

**18. Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable. 19. Terms and Conditions of Installation: Not applicable.

**19. Terms and Conditions of Installation:** Not applicable.

**20. Terms and Conditions of Repair Parts Indicating Date of Parts Price List and Any Discounts from List Prices:** Not applicable.

**20a. Terms and Conditions for Any Other Services:** Not applicable.

**21. List of Service and Distribution Points:** Not applicable.

**22. List of Participating Dealers:** Not applicable.

**23. Preventive Maintenance:** Not applicable.

**24a. Special Attributes:** Not applicable.

**24b. Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov).

**25. Data Universal Numbering System (DUNS) Number:** 14-8041130

**26. Notification regarding registration in The System for Award Management:** R&K Solutions is registered in SAM.

## CORPORATE OVERVIEW

Since 1984, R&K has specialized in supporting client achievement of business and mission goals with a unique blend of real property and technical expertise. R&K combines extensive knowledge of real property management and its related regulations, policies, fiscal considerations and objectives with outstanding analytics and technical expertise to provide solutions related to:

- Facilities Portfolio Management Strategies and Performance Measurement
- Modeling and Forecasting Facilities Requirements (Condition, Budget, Space, Audit Risk)
- Business Process Definition, Analysis and Reengineering
- Real Property Inventory Validation, Data Collection and Analysis
- Space Utilization Studies and Optimization Strategies
- Comprehensive Master Planning
- Real Property Program Consulting, Integration and Project Management
- Development of Real Property Policies and Regulations
- Real Property Reporting and Compliance Requirements for Chief Financial Officer's Act
- Decision Support Systems Development and System Integration

R&K, an other than Small Business, is a premier provider of creative and practical facilities engineering solutions, strategic facilities portfolio management and planning, and installation master planning.

With a portfolio of successful solutions for government clients, including all branches of the U.S. military, R&K leads in executing analytical studies to optimize costs, capacity and conditions for government facilities in alignment with mission goals, as well as financial and operational objectives.

R&K has developed individual engineering models for hundreds of representative buildings, utility systems, and structures, identifying major components and systems for the purpose of cost analysis and extending the design life cycles of these facility types. Comprehensive systems have been developed for the Army, Navy, Air Force, Marine Corps, and Defense Logistics Agency that allow the projection of resource requirements into future years, and identification of key components requiring replacement and modernization.

The experience of validating real property assets and updating various federal real property databases provides R&K with an understanding of real property data that only comes from in-the-field work and hands-on data management from collection to analysis to final reporting and performance management. R&K's experience ranges from Department of Defense-wide high level analyses of engineering costs associated with over 240,000 facilities located worldwide to site specific analysis at individual military locations.

Visit our web site at <https://rksolutions.com>. For more information, or to schedule a visit by R&K personnel, please contact:

Glen Whittaker, Contract Administrator  
Phone: (540) 343-7300 x105  
Fax: (540) 344-5316  
Email: [glen.whittaker@rksolutions.com](mailto:glen.whittaker@rksolutions.com)

## PRICE LIST

Rates provided include the Industrial Funding Fee (IFF) of 0.75% and any discounts.

<b>Labor Category</b>	<b>Rate</b>
<b>Principal</b>	\$207.24
<b>Project Manager</b>	\$141.08
<b>Senior Business Analyst</b>	\$121.45
<b>Business Analyst</b>	\$86.86
<b>Economic Analyst</b>	\$90.27
<b>Senior Technical Analyst</b>	\$105.31
<b>Technical Analyst</b>	\$80.43
<b>Technical Writer/Doc Specialist</b>	\$101.54
<b>Senior Systems Analyst/Programmer</b>	\$99.27
<b>Systems Analyst/Programmer</b>	\$86.57
<b>Senior Admin Specialist</b>	\$60.90
<b>Admin Specialist</b>	\$44.30

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Numbers(s) identified in the SCA matrix. The prices offered are based on the preponderance of where the work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

<b>SCA Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Technical Writer / Documentation Specialist	30463 – Technical Writer III	2015-4315
Senior Systems Analyst / Programmer	14073 – Computer Programmer III	2015-4315
Systems Analyst / Programmer	14072 – Computer Programmer II	2015-4315
Senior Administrative Specialist	01020 – Administrative Assistant	2015-4315
Administrative Specialist	01112 – General Clerk II	2015-4315

## LABOR CATEGORY DESCRIPTIONS

Labor Category and Education <sup>1</sup>	Minimum/General Experience and Responsibilities
<p><b>Principal</b></p> <p>B.A. or B.S. degree</p>	<p>Ten years of corporate level management experience.</p> <p>Thorough understanding of the principles of business finance and contracting. Plans, develops, and establishes strategic policies and objectives of organization in accordance with board directives and corporation charter. This is a top executive within the organization. Responsible for the performance, operations and profitability of the entire organization. Confers with organization managers to plan business objectives, to develop organizational policies to coordinate functions and operations between divisions and departments, and to establish responsibilities and procedures for attaining objectives. Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions. Directs and coordinates formulation of financial programs to provide funding for new or continuing operations to maximize returns on investments, and to increase productivity. Plans and develops industrial, labor, and public relations policies designed to improve company's image and relations with customers, employees, stockholders, and public. Evaluates performance of executives for compliance with established policies and objectives of firm and contributions in attaining objectives.</p>
<p><b>Project Manager</b></p> <p>B.A. or B.S. degree</p>	<p>Seven years of progressive senior level experience supporting technical, engineering, or logistics oriented projects. Applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of associated tasks. Three years of this experience should be in a managerial or lead role.</p> <p>Manages day to day contract execution activities of one or more projects. Coordinates and facilitates overall project activities to ensure that implementation and prescribed activities are carried out in accordance with contract scope requirements and associated corporate objectives. Serves as the primary interface with the client. Plans and develops methods and procedures for project execution, directs and coordinates project activities, and exercises control over personnel responsible for specific functions or phases of project. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Confers with staff to explain project schedule, priorities, constraints, and individual responsibilities. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out project objectives. Manages the performance of service providers to ensure quality standards are met or exceeded and that the project schedule is maintained. Overall</p>

	<p>responsible for maintaining and updating Project Management related reports/charts in support of client and senior corporate management requirements. Controls expenditures in accordance with budget allocations. May participate in the interviewing and selection process of new and/or replacement resources.</p>
<p><b>Senior Business Analyst</b> B.A. or B.S. Degree</p>	<p>Seven years of specialized experience in technical analysis, evaluation, and research in the specific (or a related) business area.</p> <p>Leads subordinate Business Analyst and other team members in the activities of solving specialized business process challenges. Works closely with the client and users to capture current business processes, identify inefficiencies, propose potential solutions, and capture requirements for associated changes. Facilitates the implementation of process improvement initiatives. Conducts and prepares specialized studies and analysis. Assigns, coordinates, and reviews work of junior analysts. In support of systems design/development initiatives, consults with managerial and systems analyst personnel to clarify system intent, identify potential problems, suggest changes/enhancements, and participate in the planning and execution of system testing. Participates in the development of workflow and/or modeling diagrams with a focus on the end user. Compiles documentation of program development and subsequent revisions. May prepare training materials and/or conduct training sessions. Supports the preparation of project management records and reports. Participates in and/or conducts client briefings and In-Process Reviews (IPRs).</p>
<p><b>Business Analyst</b> B.A. or B.S. Degree</p>	<p>Five years of specialized experience in technical analysis, evaluation, and research in the specific (or a related) business area.</p> <p>Provides functional and technical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques, or outsourcing initiatives. Works with the client and users to capture current business processes, identify inefficiencies, propose potential solutions, and capture requirements for associated change. Supports the preparation of specialized studies and analysis. Assists in the presentation of workshops, seminars, and training sessions. Supports the evaluation and implementation of process improvement initiatives. Responsible for data collection, modeling, analysis, and documentation as required. May participate in client briefings and In-Process Reviews (IPRs).</p>
<p><b>Economic Analyst</b> B.A. or B.S. degree with a Business/Finance focus (e.g. Business, Math, Finance, Accounting)</p>	<p>Seven years of experience working in the area of cost estimating, economic modeling, and/or accounting.</p> <p>Conducts studies of economic impact analysis in areas such as revenue estimation and forecasting, taxation analysis, business regulation and marketing analysis, foreign trade,</p>

	<p>economic development, public finance, labor economics, or regional economics. Independently conducts comprehensive economic impact studies of major scope, significance and complexity that constitute an integral portion of an agency's economic analysis program. Responsible for the conceptualization, design and implementation of all aspects of studies conducted within a major economic research program area. Responsible for conducting financial and economic analysis and research of routine or average complexity in support of the preparation and management of budgets, strategic planning initiatives, new programs, proposed legislation, capital programs, and rate and fee structures. Analyzes cost and benefit tradeoffs of systems solutions. Prepares economic, forecast and management reports as required; assists in the planning, development and management of various operations and initiatives; and conducts long-range, strategic planning studies on a broad range of urban issues including demographic and economic trends, financial resources, water and sewer, aviation, economic development, housing, human services, public safety, transportation, environmental quality, parks, recreation and cultural affairs.</p>
<p><b>Senior Technical Analyst</b></p> <p>B.A. or B.S. degree with a technical focus (e.g. Engineering, Computer Science, Information Systems)</p>	<p>Seven years of specialized experience in technical analysis, evaluation, and research in the specialized subject matter.</p> <p>Leads subordinate Technical Analysts and other team members in analyzing issues, researching relevant information and recommending solutions to client problems. Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Performs independent research and prepares specialized studies and ad hoc reports. Assigns, coordinates, and reviews work of more junior analysts. Develops analytical and computational techniques and methodology for problem solutions. Develops quality control, test procedures, training materials, and other technical documentation as required. Applies technical expertise to support the development of the technology architecture and the total system solution. Has a full, working knowledge of services/products/technology solutions. Performs competitive analyses (e.g., performs technical research in order to compare competitor products and solutions). Identifies all task responsibilities and reports any changes or suggestions accordingly to Project Manager. Supports the preparation of project management records and reports.</p>
<p><b>Technical Analyst</b></p> <p>A.A. or A.S. degree with a technical focus (e.g. Engineering, Computer Science, Information Systems)</p>	<p>Five years of specialized experience in technical analysis, evaluation, and research in the specialized subject matter.</p> <p>Supports Senior Technical Analysts in analyzing issues, researching relevant information and recommending solutions to client problems. Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Performs research and prepares specialized studies and ad</p>



	<p>hoc reports. Develops analytical and computational techniques and methodology for problem solutions. Supports development of quality control, test procedures, training materials, and other technical documentation as required. As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategies and planning documents. Identifies all task responsibilities and reports any changes or suggestions accordingly to Senior Technical Analyst or Project Manager.</p>
<p><b>Technical Writer/Documentation Specialist</b></p> <p>B.A. or B.S. degree</p>	<p>Seven years' experience producing and maintaining technical documentation.</p> <p>Responsible for producing, editing, and maintaining a wide range of technical documentation. Collects and analyzes relevant technical literature making reference as appropriate to future works. Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology. Provides documentation support for strategic, tactical, and operational level planning and management studies. Prepares and edits documents related to studies, assessments, administrative appeals, and development of cost estimates for technical, logistics, or engineering projects. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May coordinate the production and distribution of material. Participates in preparation of Systems Online Help using appropriate software package.</p>
<p><b>Senior Systems Analyst/Programmer</b></p> <p>B.A. or B.S. degree with a technical focus (e.g. Computer Science, Engineering, Information Systems)</p>	<p>Seven years of experience in application design/development.</p> <p>Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development. Participates in systems analysis and programming initiatives with a focus on the more challenging aspects of system requirements. Plays a major role in the evaluation of requests for new or modified systems to determine feasibility, cost and time required, compatibility with other related systems, and hardware configuration. Formulates plan for system development, using structured analysis and design. Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Submits plans for management and/or client approval. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. May consult with user/client to identify current operating procedures and clarify system objectives. Conducts research to expand understanding of user requirements and latest programming</p>

	<p>techniques. Designs architecture, database, and user interface to meet defined requirements. Converts project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Produces and maintains documentation to describe system development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Participates in and/or oversees systems training, installation of hardware/software, technical assistance to users, installation and testing system at user site, and monitoring system performance after implementation.</p>
<p><b>Systems Analyst/Programmer</b></p> <p>B.A. or B.S. degree with a technical focus (e.g. Computer Science, Engineering, Information Systems)</p>	<p>Four years of experience in application design/development.</p> <p>Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development. Participates in all systems analysis and programming initiatives. Participated in the evaluation of requests for new or modified systems to determine feasibility, cost and time required, compatibility with other related systems, and hardware configuration. Executes system development plans, using structured analysis and design. Participates in the planning, development, testing, and documentation initiatives, applying knowledge of programming techniques and computer systems. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. Consults with assigned project management personnel to clarify project goals and objectives. Participates in research to expand understanding of user requirements and latest programming techniques. Develops architecture, database, and user interface to meet defined requirements. Participates in the conversion of the project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Produces and maintains documentation to describe system development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Assists in systems technical assistance to users, installation and testing system at user site, and monitoring system performance after implementation.</p>
<p><b>Senior Admin Specialist</b></p> <p>High School Diploma</p>	<p>Seven years' experience.</p> <p>Oversees subordinate administrative staff to insure efficient office administration. Coordinates with corporate and/or project managers to establish administrative task priorities and make assignments accordingly. Associated tasking is broad in scope and may include: data entry support for technical reports and documents, compiling and binding documentation, filing, preparing meeting agendas/minutes,</p>

	<p>making travel arrangements, processing/distributing incoming mail, data input/maintenance within the financial accounting system, processing new and terminating employees, and other routine tasks as required associated with basic office administration. May also oversee and/or function as a receptionist; answering/screening telephone calls and receiving/directing visitors.</p>
<p><b>Admin Specialist</b>  High School Diploma</p>	<p>Four years' experience.</p> <p>Supports the administrative staff with basic data entry/typing of technical reports and documents. Provides clerical support for processing all incoming correspondence, phone calls, invoices, and project status reports. Organizes and maintains employee and contract files as directed by Sr. Admin staff. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office.</p>