



PM tec, Inc. is an Authorized GSA Contractor offering services and tools at reduced, GSA approved rates.

**GSA Contract Number:**

GS-10F-0445R, Professional Services Schedule (PSS)

**Contract Period:**

September 1, 2015 to August 31, 2020

**Current Price List Modification Effective Date:**

December 28, 2015

**Point of Contact:** Jeffrey Fillmore

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**Special Item Numbers:**

<u>SIN</u>	<u>Recovery</u>	<u>SIN Description</u>
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
874-7	874-7RC	Integrated Business Program Support Services

## About PM tec, Inc.

### Summary

PM tec, Inc. is a provider of value-added business solutions with over 20 years of experience and a record of success in achieving measurable results for our clients in both the public and private sectors. Our people, processes and tools allow us to customize solutions that are responsive to customer requirements and practical to deploy. Our clients include construction, engineering, and manufacturing organizations, as well as municipal, state, and federal government agencies. With in-depth industry knowledge and specialized expertise, our professionals bring years of experience in developing successful business solutions for our customers. Our clients praise our work, our customer service and the performance of our solutions.

As a Service-Disabled Veteran-Owned Small Business (SDVOSB), PM tec, Inc. is committed to excellence and creating innovative and flexible solutions for our clients, and to continuing a tradition of service to our community.

### What sets PM tec, Inc. apart from the competition?

- ★ Our People
- ★ Performance-Based Processes
- ★ Integrated Solutions Teams
- ★ Client Relationship Management
- ★ Strategic Mix of Business and Technology

### Solutions

Our experienced staff of business professionals and technology experts design and implement solutions in the areas of:

- ★ Program Management, Operations, and Support
- ★ Information Technology
- ★ Process Improvement, Training, and Competency Development
- ★ Scientific and Engineering Technical Assistance

### Certifications

- ★ Service-Disabled Veteran-Owned Small Business (SDVOSB)
- ★ Department of Energy Facility Clearance at the Secret Restricted Data Level
- ★ General Services Administration Contract with Approved Pricing (GS-10F-0445R)
- ★ Department of Homeland Security (DHS) Blanket Purchase Agreement (GS-10F-06-LP-A-004)
- ★ Project Management Institute Registered Education Provider
- ★ Oracle Gold-level Partner for Primavera Products
- ★ Microsoft Partner

### NAICS Codes

541611, 611430, 611710

## Detailed Services

### Program Management, Operations, & Support

- ★ Program and Project Management Process Development and Implementation
- ★ Project Management Office Development
- ★ Earned Value Management System Implementation and Certification
- ★ Project Management Software Sales, Implementation, and Support
- ★ Project Management Staff Augmentation
- ★ Project Controls and Scheduling Support
- ★ Fast Start for Projects™ Project Initiation Workshops
- ★ Risk Management
- ★ Cost Estimating
- ★ Financial Analysis
- ★ Facilities Management
- ★ Document Management and Administrative Support

### Information Technology

- ★ Software Engineering and Application Development
- ★ Systems Integration
- ★ Network Engineering and Operations
- ★ Information Assurance and Security
- ★ Data Processing and Archiving
- ★ Help Desk and End-User Support



### Process Improvement, Training, and Competency Development

- ★ Project Management Certification Programs
- ★ Role-based Program and Project Management Training
- ★ Earned Value Management Training
- ★ Risk Management Training
- ★ Requirements Management Training
- ★ Certified Oracle Primavera Training



### Scientific & Engineering Technical Assistance

- ★ Research and Development Program Management
- ★ Requirements Management and Requirements Management System Implementation
- ★ Environmental Management Services and Environmental Impact Study Development
- ★ Disaster Planning and Emergency Management Plan Development
- ★ Geographic Information Systems Implementation

### **FastStart for Projects™**

- PM tec's proprietary facilitated workshop that significantly decreases the cycle-time required for project definition and planning.
- Uses an interactive process that engages the client's project team to develop a well-defined and integrated project plan.
- Follows an 11-task process that results in a work scope, schedule and cost plan for the project.
- Incorporates proven best practice techniques that help the project team develop a common project objective, understand their specific project roles, take ownership, and to formalize the project scope, schedule and resource requirements.
- Reinforces project management competency and skill development by incorporating the principle that adults learn best by doing.

### **SystemCheck™**

- Uses industry best practices and decades of lessons learned to develop a high-level understanding of the project management environment and current/future use of project management tools.
- Evaluates the organization's business environment across seven dimensions:
  - Organization
  - Skills and Competencies
  - Performance
  - Project Organization and Methods
  - Other Related Business Processes
  - Project Management Software and Tools
  - Supporting Tools
- Assesses the project management system to ensure that it is adequate for the complexity of the projects and configured to support business processes and requirements.
- Delivers a project management system improvement roadmap to the customer.

### **SystemCheck - EVMS™**

- Utilizes PM tec's Proprietary SystemCheck™ process to evaluate an organization's project management system against the Earned Value Management System (EVMS) system description or EVMS Standards (ANSI-748, DOD 5000, DOE 413, etc.).
- Assists with EVMS system implementation, or in preparation for EVMS certification or surveillances.
- Delivers specific recommendations for improvement and implementation plan.
- PM tec can provide follow-on EVMS training, business process development and implementation, and assistance in the EVMS certification process.

### **SystemCheck - Primavera™**

- Utilizes PM tec's Proprietary SystemCheck™ process to evaluate an organization's Oracle Primavera Enterprise Portfolio and Project Management system against established business processes, reporting requirements, and project management goals.
- Can be utilized in requirements gathering for an initial Primavera system implementation or to achieve desired system improvements.
- Delivers a Primavera system improvement roadmap to the customer, which may include recommended training, recommended system configuration, and streamlined business processes that better take advantage of Primavera tools.
- PM tec can provide follow-on training, desktop instructions, business process development, and administrative assistance in system configuration and data management.

### **Project Recovery Team™**

- PM tec's Project Recovery Team uses proprietary and proven techniques to review the baseline project plan, analyze project actual performance and variances, review project management – related business practices and develop a project recovery plan.
- Includes a review of project management baseline, PM process Issues, non-PM processes, functional management, organizational and business culture influences, as well as economic, environmental, and regulatory impacts to project performance.
- Deliverables include a Project Recovery Plan / revised Project Execution Plan, an updated project management baseline, amended risk register, and revised project management requirements and processes as needed.
- The team will implement specific metrics intended to ensure the efficacy of the recovery plan and to allow adjustments to the proposed solutions as necessary.

### **PM tec 24-Point Project Review™**

- Performed as part of the baseline establishment process, in preparation of a regulatory or customer review, or as part of a mid-project performance review.
- Analyzes projects using attributes related to project risk and associated success criteria.
- Statistically based objective analysis of the twenty four attributes essential for project success.
- Helps to ensure compliance with established organizational directives and requirements, as well as contractual requirements and industry best practices (EVMS/ANSI 748, federal acquisition requirements and guidelines, PMI/PMBOK, etc).
- The 24-point project review can significantly reduce project variances related to poor scope definition, estimating deficiencies, and inconsistent project structures.

(ii) CUSTOMER INFORMATION:

- 1a. Tables of awarded special item number(s) follows.
- 1b. N/A
- 1c. PM tec's description of our commercial job titles, experience, functional responsibility and education for our employees and subcontractors is in the following Table.
2. Maximum order - \$1,000,000.00.
3. Minimum order - \$100.00.
4. Geographic coverage (delivery area) - Worldwide.
5. Point(s) of production – Los Alamos and Albuquerque, NM and Phoenix, AZ.
6. Discount from list prices or statement of net price - None.
7. Quantity discounts - None.
8. Prompt payment terms - None.
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items – N/A.
- 11a. Time of delivery – N/A.
- 11b. Expedited Delivery – N/A.
- 11c. Overnight and 2-day delivery – N/A
- 11d. Urgent Requirements – N/A
12. F.O.B. point - Delivery.
- 13a. Ordering address.  
4700 S. McClintock Dr., Suite 140, Tempe, AZ 85282
- 13b. Ordering procedures: Per Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address.  
4700 S. McClintock Dr., Suite 140, Tempe, AZ 85282
15. Warranty provision – N/A.
16. Export packing charges – N/A.
17. Terms and conditions of Government purchase card acceptance - None.
18. Terms and conditions of rental, maintenance, and repair – N/A.
19. Terms and conditions of installation – N/A.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices - N/A.
- 20a. Terms and conditions for any other services - None.
21. List of service and distribution points – N/A.
22. List of participating dealers – N/A.
23. Preventive maintenance – N/A.
- 24a. Special attributes such as environmental attributes - None.
- 24b. Section 508 compliance information is not available.
25. Data Universal Number System (DUNS) number - 799960211.
26. Notification regarding registration in Central Contractor Registration (CCR) database – CCR registration is current and complete.
27. Uncompensated Overtime – N/A.

## SIN 874-1 Integrated Consulting Services

PM tec, Inc. provides expert program and project management advice, assistance, guidance and counseling in support of agencies management, organization and business improvement efforts. Sample offerings include:

- Program and Project Management Process Development and Implementation
- SystemCheck , SystemCheck - EVMS
- Risk Management
- Cost Estimating
- Financial Analysis
- Facilities Management
- Software Engineering and Application Development
- Systems Integration
- Network Engineering and Operations
- Information Assurance and Security
- Research and Development Program Management
- Requirements Management and Requirements Management System Implementation
- Environmental Management Services and Environmental Impact Study Development

SIN	Skill Category	Price Offered to the Government Labor Rates	SCA Equivalent Code-Title	WD Number
874-1/1RC	Executive Management Coach *	\$ 233.17		
874-1/1RC	Senior Program Management Coach *	\$ 203.13		
874-1/1RC	Senior Program Manager *	\$ 178.30		
874-1/1RC	Project Manager *	\$ 126.80		
874-1/1RC	Project Controls Specialist *	\$ 97.12		
874-1/1RC	Project Scheduler	\$ 77.70		
874-1/1RC	Project Data Specialist	\$ 42.97	01270 - Production Control Clerk	05-2361 (Rev.-8)
874-1/1RC	Document Clerk	\$ 45.25	01070 - Document Clerk	05-2361 (Rev.-8)

\*Labor Category includes security-classified personnel.

## SIN 874-4 Training Service: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

PM tec, Inc. will provide off-the-shelf, or customized off-the-shelf training packages to meet specific agency needs related to management, organizational and business improvement services as identified below. All classes include the necessary materials, workbooks, handouts, etc., for the successful completion of the course in the class price. PM tec's off-the-shelf training offerings are updated regularly and each course can be customized per client requirements. Please see <http://www.pmttec.com/training> for the latest list of course offerings. PM tec also develops and delivers custom training and certification programs to meet each customer's specific requirements. Custom training development is provided under SIN 874-7, billed by the appropriate labor categories for those providing the training.

<b>Title of Course: Functional Manager Workshop</b> Length of Course(# of Hrs/Days): 2 days Course Description: A 2-day workshop designed for line managers that reviews and practices the behaviors necessary to support good project management. The course is built upon our belief that the line manager is more important than ever in the realm of project management. Includes the Key-To-Me diagnostic instrument.	
GSA Total Price of Course: \$ 17,808.72 (up to 20 participants)	GSA Price Per Participant: \$ 890.43 (per participant >20)
Commercial Price: \$ 19,787.48	Government Discount from the Commercial Price: 10%
Minimum Number of Participants: 5	Maximum Number of Participants: None
<u>Quantity or Other Applicable Discounts (Explain)</u> NONE	
<b>Title of Course: Senior Manager Workshop</b> Length of Course(# of Hrs/Days): 2 days Course Description: This is a 2-day interactive workshop that involves 2 facilitators. Senior management support is essential for effective project management. To realize results, these workshops help senior managers in the organization understand what project management means at their level and reinforces the necessary supporting behaviors. Project management often represents a different way of doing business for an organization and these workshops provide methods and encourage interactive dialogue on how the senior management team will make program/project decisions through the entire lifecycle. Effective sponsorship, portfolio and pipeline management, key decision points, and the creation of an overall supporting environment are areas of special emphasis. Includes the Symlog diagnostic instrument.	
GSA Total Price of Course: \$ 16,189.75 (up to 20 participants)	GSA Price Per Participant: \$ 809.49 (per participant >20)
Commercial Price: \$ 17,988.61	Government Discount from the Commercial Price: 10%
Minimum Number of Participants: 5	Maximum Number of Participants: None
<u>Quantity or Other Applicable Discounts (Explain)</u> NONE	

<p>Title of Course: <b>FastStart for Projects™</b></p> <p>Length of Course(# of Hrs/Days): 2 days</p> <p>Course Description:  A 2-day highly interactive project planning session facilitated by a senior project management consultant who works with the project team to build the project scope, schedule and cost plan for the project. Fast Start for Projects has been used successfully on over 200 projects worldwide.</p>	
GSA Total Price of Course: \$ 14,570.78 (up to 20 participants)	GSA Price Per Participant: \$ 728.53 (per participant >20)
Commercial Price: \$ 16,189.75	Government Discount from the Commercial Price: 10%
Minimum Number of Participants: 5	Maximum Number of Participants: None
<u>Quantity or Other Applicable Discounts (Explain)</u> NONE	
<p>Title of Course: <b>Project Methodology</b></p> <p>Length of Course(# of Hrs/Days): 1 day</p> <p>Course Description:  Provides and tailors a simple methodology that a company or project can use to realize the efficiencies gained from a straightforward common, repeatable project management process. The methodology answers the question of how project management will be done in the organization and translates theory into practical application.</p>	
GSA Total Price of Course: \$ 6,226.83 (up to 20 participants)	GSA Price Per Participant: \$ 311.34 (per participant >20)
Commercial Price: \$ 6,918.70	Government Discount from the Commercial Price: 10%
Minimum Number of Participants: 5	Maximum Number of Participants: None
<u>Quantity or Other Applicable Discounts (Explain)</u> NONE	

## SIN 874-7 Integrated Business Program Support Services

PM TEC WILL PROVIDE SERVICES IN MANAGEMENT, INTEGRATION, AND PROGRAMS AND PROJECTS.

Samples of these offerings include:

- Program and Project Management Process Development and Implementation
- Project Management Office Development
- Earned Value Management System Implementation and Certification
- Project Management Staff Augmentation
- Project Controls and Scheduling Support
- SystemCheck – Primavera
- Program and Project Management Training Development
- Program and Project Management Certification and Qualification Program Development

SIN	Skill Category	Price Offered to the Government Labor Rates	SCA Equivalent Code-Title	WD Number
874-7/7RC	Executive Management Coach *	\$ 233.17		
874-7/7RC	Senior Program Management Coach *	\$ 203.13		
874-7/7RC	Senior Program Manager *	\$ 178.30		
874-7/7RC	Senior Project Manager *	\$ 139.09		
874-7/7RC	Project Manager *	\$ 126.80		
874-7/7RC	Senior Project Controls Specialist *	\$ 109.70		
874-7/7RC	Project Controls Specialist *	\$ 97.12		
874-7/7RC	Project Scheduler	\$ 77.70		
874-7/7RC	Project Data Specialist	\$ 42.97	01270 - Production Control Clerk	05-2361 (Rev.-8)
874-7/7RC	Document Clerk	\$ 45.25	01070 - Document Clerk	05-2361 (Rev.-8)

\* Labor Category includes security-classified personnel.

### NOTES:

1. The EPA clause for this contract is I-FSS-969.
2. Fees quoted are inclusive, including indirect costs, profit, and .75% Industrial Funding Fee.
3. The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA 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 the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

## PM tec LABOR CATEGORIES DEFINED

Labor Category	Experience & Education	Functional Responsibilities
<b>Executive Management Coach</b>	<p><b>Minimum Experience:</b> An Executive Program Manager with more than 30 years of experience in project management, operations management, product and process development, and performance improvement methodology.</p> <p><b>Minimum Education:</b> Doctorate degree. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Strong leadership skills as analytical problem solver.</li> <li>• Responsible for organizational strategic planning including restructuring of divisions/departments.</li> <li>• Assist business units in execution of their strategy through Portfolio, Project, and Program Management.</li> <li>• Assess customer needs for prototype services and products.</li> <li>• Organizational development and corporate wide improvement initiatives.</li> <li>• Emphasis on results-oriented team environment.</li> </ul>
<b>Senior Program Management Coach</b>	<p><b>Minimum Experience:</b> A Senior Program Management Coach has more than 15 years of experience in project management, operations management, product and process development, and performance improvement methodology.</p> <p><b>Minimum Education:</b> Master's degree. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Strong leadership skills as analytical problem solver.</li> <li>• Responsible for programmatic strategic planning.</li> <li>• Assist business units in execution of their strategy through Project and Program Management.</li> <li>• Assess customer needs for prototype services and products.</li> <li>• Organizational development and program wide improvement initiatives.</li> <li>• Emphasis on results-oriented team environment.</li> </ul>
<b>Senior Program Manager</b>	<p><b>Minimum Experience:</b> A Senior Program Manager has 12 or more years of experience in managing projects, and understands the complexities of managing an integrated program consisting of a set of related projects. A thorough command of project management concepts, an ability to build and motivate project teams, and a sound knowledge of scheduling software are all key components to the Senior Program Manager's success.</p>	<ul style="list-style-type: none"> <li>• Leads program management team in all phases of the program life-cycle: initiation, planning, control, and closure.</li> <li>• Determines staffing needs for the program and hires or assigns the appropriate personnel to build a program management staff.</li> <li>• Works with managers and customers to develop a statement of work, objectives, deliverables, and a baseline schedule for the program.</li> <li>• Analyzes program resource usage and makes adjustments as appropriate.</li> </ul>

	<p><b>Minimum Education:</b> Masters degree in field of study in a project related discipline. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Tracks all levels of program progress and implements corrective action when necessary.</li> <li>• Communicates with all program team members, managers, and customers to ensure successful completion of program objectives and deliverables on time and within budget</li> </ul>
<b>Senior Project Manager</b>	<p><b>Minimum Experience:</b> A Senior Project Manager has 10 or more years of experience in managing projects. A thorough command of project management concepts, an ability to build and motivate project teams, and a sound knowledge of scheduling software.</p> <p><b>Minimum Education:</b> Masters degree in field of study in a project related discipline. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Leads project management team in all phases of the project lifecycle: initiation, planning, control, and closure.</li> <li>• Determines staffing needs for the project and hires or assigns the appropriate personnel to build a project management staff.</li> <li>• Works with managers and customers to develop a statement of work, objectives, deliverables, and a baseline schedule for the project.</li> <li>• Analyzes project resource usage and makes adjustments as appropriate.</li> <li>• Tracks all levels of project progress and implements corrective action when necessary.</li> <li>• Communicates with all project team members, managers, and customers to ensure successful completion of project objectives and deliverables on time and within budget.</li> </ul>
<b>Project Manager</b>	<p><b>Minimum Experience:</b> A Project Manager has 8 or more years of experience in managing projects. A thorough command of project management concepts, an ability to build and motivate project teams, and a sound knowledge of scheduling software.</p> <p><b>Minimum Education:</b> Bachelor s degree in field of study in a project related discipline. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Leads project management team in all phases of the project lifecycle: initiation, planning, control, and closure.</li> <li>• Determines staffing needs for the project and hires or assigns the appropriate personnel to build a project management staff.</li> <li>• Works with managers and customers to develop a statement of work, objectives, deliverables, and a baseline schedule for the project.</li> <li>• Analyzes project resource usage and makes adjustments as appropriate.</li> <li>• Tracks all levels of project progress and implements corrective action when necessary.</li> </ul>

		<ul style="list-style-type: none"> <li>Communicates with all project team members, managers, and customers to ensure successful completion of project objectives and deliverables on time and within budget.</li> </ul>
<b>Senior Project Controls Specialist</b>	<p><b>Minimum Experience:</b> A Senior Project Controls Specialist has 6 or more years experience in managing projects. A thorough command of scheduling concepts, methodologies, and software, and appropriately conveys that knowledge to peers and managers when building and updating schedules, analyzing performance, and resolving schedule problems.</p> <p><b>Minimum Education:</b> Bachelor s degree in field of study in a project related discipline. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>Mentors schedulers, project team members, and managers by explaining and demonstrating the proper use of scheduling tools to analyze and enhance project performance.</li> <li>Designs and implements summary and detail schedule performance reports that provide project team members, management, and clients with essential information in a timely fashion.</li> <li>Leads project team in analyzing and resolving schedule problems, including resource over-allocation, excessive positive or negative total float, improper logic, excessive open ends, logic loops, and incorrect application of constraints. Employs appropriate tools to resolve schedule problems including the use of schedule statistics reports and resource leveling.</li> <li>Works closely with management team to resolve schedule delays.</li> <li>Designs and implements standard schedule dictionaries for resources, cost accounts, calendars, activity codes, and WBS structure.</li> </ul>
<b>Project Controls Specialist</b>	<p><b>Minimum Experience:</b> A Project Controls Specialist has 4 or more years' experience in managing projects. A thorough knowledge of scheduling software and project performance measurements, and is able to build and update schedules, produce performance measurement reports, make cost and schedule recovery recommendations, and implement recovery plans as needed.</p> <p><b>Minimum Education:</b></p>	<ul style="list-style-type: none"> <li>Builds schedules with input of project team members, managers, and customers. Establishes proper relationships between activities, enters estimates of activity durations, assigns activity and resource calendars, enters activity and project coding, assigns constraints, and calculates schedule.</li> <li>Collects schedule and cost status information and uses to update schedules at regular intervals.</li> <li>Produces summary and detail schedule performance reports that provide project team members, management, and clients with essential information in a timely manner.</li> </ul>

	<p>Bachelor s degree in field of study in a project related discipline. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Computes earned value for project activities. Calculates schedule variances, cost variances, variances at complete, and other performance indices. Alerts management of potential problems and suggests recovery plans. Implements plans after management approval.</li> <li>• Tracks completion of deliverables and alerts management of potential delays.</li> <li>• Analyzes and resolves schedule problems, including resource over-allocation, excessive positive or negative total float, improper logic, excessive open ends, logic loops, and incorrect application of constraints. Employs appropriate tools to resolve schedule problems including the use of schedule statistics reports and resource leveling.</li> </ul>
<p><b>Project Scheduler</b></p>	<p><b>Minimum Experience:</b> A Project Scheduler has 4 or more years’ experience in managing projects. A thorough knowledge of scheduling software, and is able to build and update schedules, and produce reports that communicate project status to team members, managers, and customers.</p> <p><b>Minimum Education:</b> Bachelor s degree in field of study in a project related discipline. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Builds schedules with input of project team members, managers, and customers. Establishes proper relationships between activities, enters estimates of activity durations, assigns activity and resource calendars, enters activity and project coding, assigns constraints, and calculates schedule.</li> <li>• Collects schedule and cost status information and uses to update schedules at regular intervals.</li> <li>• Produces summary and detail schedule performance reports that provide project team members, management, and clients with essential information in a timely manner.</li> <li>• Tracks completion of deliverables and alerts management of potential delays.</li> <li>• Analyzes and resolves schedule problems, including resource over-allocation, excessive positive or negative total float, improper logic, excessive open ends, logic loops, and incorrect application of constraints. Employs appropriate tools to resolve schedule problems including the use of schedule statistics reports and resource leveling.</li> </ul>

<p><b>Project Data Specialist</b></p>	<p><b>Minimum Experience:</b> A Project Data Specialist has 2 or more years' experience in collecting actual cost and schedule information and updates schedules.</p> <p><b>Minimum Education:</b> AS degree in field of study in a project related discipline. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Collects schedule and cost status information and uses to update schedules at regular intervals. Enters activity percent complete, remaining duration, revised estimates to complete, and actual costs.</li> <li>• Coordinates with scheduler to ensure timely updating and reporting processes.</li> </ul>
<p><b>Document Clerk</b></p>	<p><b>Minimum Experience:</b> A Document Clerk has 1 or more years' experience in controlling the flow and revision of all project management documents, including the Statement of Work, project reports, memos and letters, and all project closure documents.</p> <p><b>Minimum Education:</b> AS degree in field of study in a project related discipline. Experience may be substituted in lieu of the degree per the table below.</p>	<ul style="list-style-type: none"> <li>• Maintains list of all project team members with phones, addresses, and E-mail addresses.</li> <li>• Works with management to develop project document flowchart, so that documents are properly distributed.</li> <li>• Copies and distributes documents.</li> <li>• Maintains document version control.</li> </ul>

**PM tec LABOR CATEGORY SUBSTITUTIONS INFORMATION**

PM tec s labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experiences.

**General Substitutions:**

The table below present the general substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task. These substitutions are applicable for all PM tec labor categories.

<b>DEGREE</b>	<b>DEGREE AND EXPERIENCE SUBSTITUTION</b>	<b>RELATED EXPERIENCE SUBSTITUTION</b>
Associates	4 Years	4 Years
Bachelors	Associates + 4Years	8 Years
Masters	Bachelors + 4 Years	10 Years

In lieu of the required degree or experience, candidates with special qualifications may be considered on a case by case basis by the ordering agency.

**Fair and Reasonable Pricing Statement.** PM tec, Inc., offers fair and reasonable pricing. We work diligently to keep indirect costs at a minimum as well as negotiate competitive rates with all our consultants. We are offering a 10% discount to GSA pricing in addition to the .75% IFF fee.

**SCA Matrix:**

<b>SIN</b>	<b>PM tec Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>WD Number</b>
874-1	Project Data Specialist **	01270 - Production Control Clerk	2005-2361 (Rev.-13)
874-1	Document Clerk **	01070 - Document Preparation Clerk	2005-2361 (Rev.-13)
874-7	Project Data Specialist **	01270 - Production Control Clerk	2005-2361 (Rev.-13)
874-7	Document Clerk **	01070 - Document Preparation Clerk	2005-2361 (Rev.-13)

**\*\*The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Number(s) identified in the matrix. The prices offered are based on the preponderance of where 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.**