

General Services Administration

Federal Supply Service
Authorized Federal Supply Schedule Price List

Professional Engineering Services (PES)

GSA Contract Number: GS-23F-0132M

FSC Group: 87

FSC Class: 871



Project Support Services, Inc.

A Service-Disabled, Veteran-Owned Small Business

10400 SE 138th Place Road
Summerfield, FL 34491-2717

Phone: 202-327-1119

Fax: 888-606-4426

<http://www.psswdc.com>

Contract Administrator: Troy D Hammond

Contract period: March 19, 2002 to March 18, 2017

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: <http://www.GSAAdvantage.gov>.

INTRODUCTION

ABOUT US

Project Support Services, Incorporated (PSS) is a service disabled veteran owned small business providing professional services to federal agencies and corporations. Since 1999 PSS has supplied such services and support through the placement or use of consultant and full-time personnel. PSS enjoys an excellent reputation for providing highly motivated and talented personnel by focusing on client mission objectives and employee retention.

STRENGTH & FLEXIBILITY

Project Support Services operates with a vision that there is a better way to help agencies meet their mission objectives other than being “just another government contractor.” Our managers have real-world experience in government service and recognize that project managers need to get the work done. We believe we make such progress possible – progress that reflects our vision of adding value to each entity involved in the contracting effort.

EXPERIENCE

PSS’s proven methodologies to meet your mission goals are derived from our management team’s over 80 years of combined experience and knowledge in providing services in:

- Contract Administration
- Organizational Development
- Construction Project Management
- Engineering Services
- Technology Management
- Technical Security
- Public Administration

CONTRACT INFORMATION

Project Support Services, Inc. has been awarded a GSA Federal Supply Schedule contract for Professional Engineering Services (PES), Contract Number GS-23F-0132M. The contract period is from March 19, 2002 to March 18, 2017. GSA may exercise an additional five-year option period at the end of this period. The contract provides for task orders to be placed as Fixed Priced or Time and Materials using the labor categories and pricing contained in this contract. **There is no dollar value ceiling for the contract.**

1. Table of awarded special item numbers:

PROJECT SUPPORT SERVICES PROFESSIONAL ENGINEERING SERVICES
SPECIAL ITEM NUMBERS
871-1: Strategic Planning for Technology Programs/Activities 871-1RC
871-2: Concept Development and Requirements Analysis 871-2RC
871-3: System Design, Engineering, and Integration 871-3RC
871-6: Acquisition & Life Cycle-Support 871-6RC
871-7: Construction Management 871-7RC

2. Maximum order: \$1,000,000.00
3. Minimum order: \$100.00
4. Geographic coverage: Worldwide
5. Point of production: N/A
6. Discount from list prices or statement of net price: Prices herein are net (inclusive of .75% IFF)
7. Quantity discounts: N/A
8. Prompt payment terms: 1% - 10 days, Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Government Purchase Cards:
 - a. Government Purchase Cards **are accepted** below the micro-purchase threshold (currently \$3,000).
 - b. Government Purchase Cards **are accepted** above the micro-purchase threshold (currently \$3,000).
10. Foreign items: N/A
11. Delivery:
 - a. Time of delivery: Not a product based company – Will provide service within 5 working days of receipt of funding document or as mutually agreed upon between both parties at time of award.
 - b. Expedited Delivery: Not a product based company – Will provide service within 5 working days of receipt of funding document or as mutually agreed upon between both parties at time of award.
 - c. Overnight and 2-day delivery: Not a product based company – Will provide service within 5 working days of receipt of funding document or as mutually agreed upon between both parties at time of award.
 - d. Urgent Requirements: Agencies may contact Troy Hammond 202-327-1119 for Urgent Requirements
12. F.O.B. point: Destination
13. Ordering:
 - a. Ordering address: 22344 Belle Terra Dr., Ashburn, VA 20148

- b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (gsa.gov/schedules).
14. Payment address: 10400 SE 138th Place Road, Summerfield, FL 34491-2717
 15. Warranty provision: N/A
 16. Export packing charges: N/A
 17. Terms and conditions of Government purchase card acceptance: Government purchase cards are accepted above the micro-purchase threshold (currently \$3,000).
 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
 - a. Terms and conditions for any other services: N/A
 21. List of service and distribution points: N/A
 22. List of participating dealers: N/A
 23. Preventive maintenance: N/A
 24.
 - a. Environmental attributes: N/A
 - b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
 25. DUNS number: 12-7038698
 26. PSS, Inc. is registered in the System for Award Management (SAM) database.
 27. PSS, Inc. has been awarded the authority to provide Disaster Recovery Purchasing.

AUTHORIZED BUYER

This contract is available for use by all federal government agencies as a source for Professional Engineering Services for domestic use. Executive agencies, other Federal agencies, mixed ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other organizations authorized by statute or regulation to use GSA as a source of supply may use this contract.

PRINCIPLE SERVICES APPROVED BY GSA

SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference.

SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs.

SIN 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

SIN 871-6 ACQUISITION & LIFE CYCLE MANAGEMENT

Services required under this SIN involves all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions.

SIN 871-7 CONSTRUCTION MANAGEMENT

Customer agencies shall utilize construction managers as its principal agent to advise on or manage the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency's capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project. The following are some of the tasks to be covered under Construction Management:

Project Design Phase Services: These services may include: design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).

Project Procurement Phase Services: These services may include: providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis.

Project Construction Phase Services. These services may include: establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project

status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance.

Commissioning Services. These services shall include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests.

Testing Services: The CM may be tasked to provide the services of an independent testing agency/laboratory to perform project specific quality control testing and inspection services. The services may include, but are not limited to, testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.

Claims Services. The CM may be tasked to provide Claims Services when and as required by the Government for specific projects. The CM will review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government.

Post Construction Services. At or near substantial completion of project construction, the CM may be tasked to provide services such as: Performing Post Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.

RATES

The contract provides for task orders to be placed as Fixed Priced or Time and Materials using the labor categories and pricing contained in this contract. There is no dollar value ceiling for the contract.

TYPE OF ORDERS AVAILABLE

- Tasks Orders
- Purchase Orders
- Blanket Purchase Agreements (BPA)

LABOR RATES

Prices include and Industrial Funding Fee (IFF) of .75%

Labor Category	Year 13 3/19/2014 – 3/18/2015*
Program Manager	\$130.14
Project Manager - Certified	\$104.16
Project Manager I	\$78.09
Project Manager II	\$123.64
Project Manager III	\$130.20
Engineer	\$97.62
Architect	\$97.62
General Inspector	\$71.57
Cost Estimator	\$71.57
Admin Assistant**	\$49.45
Contract Specialist I	\$52.07
Contract Specialist II	\$61.38
Contract Specialist III	\$68.82
Senior Contract Specialist	\$74.40
Expert Contract Specialist	\$97.65
Space Planner	\$78.09
Professional Support Staff	\$68.99

**Contract period: March 19, 2002 to March 18, 2017*

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01020 - Administrative Assistant	05-2103

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 SCA 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.

LABOR DESCRIPTIONS

Program Manager

Position Overview: Manages the design, development, and evaluation of complex and mission-critical assignments from initial concept to final completion. May participate and perform as project manager in particularly large or complex situations or on multiple projects simultaneously. Has broad mandate for independent action, making technical judgments while providing detailed advice on the resolution of technical, schedule, performance or budgetary issues.

Education and Experience: MA/MS in Engineering Science or related academic field plus 6-8 years directly related experience or BA/BS in Engineering Science or a related academic field plus 10-12 years directly related experience.

Project Manager I

Position Overview: Coordinates task management activities ensuring that project requirements are being met, particularly in the areas of schedule compliance, budgeting, safety, materials and/or deliverables. May also act as task leader for engineering, planning, acquisition, support, logistics, and other projects related to the long-term reliability and maintainability of programs, projects, or government resources. Situations outside of set parameters may be referred to management for clarification. May provide guidance and/or propose steps to resolve issues or task-/project-related situations.

Education and Experience: BA/BS in Engineering Science or related academic field plus 2-4 years directly related experience, or AA/AS in Engineering Science or a related academic field plus 4-6 years directly related experience.

Project Manager - Certified

Position Overview: Coordinates task management activities ensuring that project requirements are being met, particularly in the areas of schedule compliance, budgeting, safety, materials and/or deliverables. May also act as task leader for engineering, planning, acquisition, support, logistics, and other projects related to the long-term reliability and maintainability of programs, projects, or government resources. Situations outside of set parameters may be referred to management for clarification. May provide guidance and/or propose steps to resolve issues or task-/project-related situations.

Education and Experience: BA/BS in Project Management, Engineering or related academic field plus 2-4 years directly related experience; or AA/AS in Engineering Science or a related academic field plus 5 years directly related experience; or possesses a certification such as PMP, CAPM, PgMP, RMP, PMI-SP, LEEDS, or similar, project-related, and professionally-recognized certification or applicable university degree.

Project Manager II

Position Overview: Supervises one or more technical management projects involving multiple disciplines including, but not limited to; engineering, planning, budgetary, contract and project management execution. May supervise, lead, or direct the work of peers, subcontract, or other personnel. Makes business or technical judgments and provides detailed advice for resolving problems that fall inside/outside the scope of responsibilities.

Education and Experience: MA/MS in Engineering Science or related academic field plus 4-6 years directly related experience or BA/BS in Engineering Science or a related academic field plus 6-8 years directly related experience.

Project Manager III

Position Overview: Provides high-level subject matter expertise for work described in the task. Supervises one or more technical management projects involving multiple disciplines including, but not limited to; engineering, planning, budgetary, contract and project management execution. May supervise, lead, or direct the work of peers, subcontract, or other personnel. Makes business or technical judgments and provides detailed advice for resolving problems that fall inside/outside the scope of responsibilities. Anticipates potential project related problems and utilizes refined techniques for identifying, eliminating or mitigating solution(s).

Education and Experience: MA/MS in Engineering Science or related academic field plus 9 or more year's directly related experience or BA/BS in Engineering Science or a related academic field plus 10 years directly related experience.

Engineer

Position Overview: Leads and participates in technical and management teams supporting acquisition and life cycle management programs/projects; strategic planning efforts; concept development and requirements analysis and other engineering tasks. Services may include; risk assessments, conventional engineering, quality assurance, or other related professional services. May perform other duties as assigned.

Education and Experience: MA/MS in Engineering Science or related academic field plus 2-4 years directly related experience or BA/BS in Engineering Science or related academics field plus 4-6 years directly related experience.

Architect

Position Overview: Plans, develops, interprets, and provides advice on/from formal drawings, charts, illustrations, schematics, diagrams, and flow charts in accordance with project requirements. Duties may include reviewing proposed solutions and designs and providing guidance during strategic planning or concept development stages; acting as a project manager with responsibility for project design, document production coordination, directing the implementation of work and processes, the approval of documents or sub-tasks involving other related fields of expertise. May involve the use of printed and automated documents in the interpretation of standard requirements for engineering projects. Does not include the production of Architect/Engineering documents as the Architect-of-Record or other FAR Part 36 services.

Education and Experience: MA/MS in Engineering Science or related academic field plus 2-4 years directly related experience or BA/BS in Engineering Science or a related academic field plus 4-6 years directly related experience.

General Inspector

Position Overview: Reporting to a construction, program, or project manager, performs inspections of electronic, mechanical, electrical, and/or other work related to life-cycle management of programs, projects, or other government resources or assets. Ensures that work complies with technical specifications, drawing, safety, and regulatory requirements. Non-compliance issues are brought to a manager for disposition, action or resolution.

Education and Experience: AA/AS in Engineering Science Or a related academic field plus 2-4 years directly related experience, or a High School diploma and 4-6 years directly related experience.

Cost Estimator

Position Overview: Reporting to a senior engineer or program/project managers, the cost estimator provides budget estimates, reviews change requests, and supports team efforts for producing project reports. This work involves some originality and interpretation. Situation outside of set parameters are referred to management for clarification.

Education and Experience: AA/AS in Engineering Science Or a related academic field plus 2-4 years directly related experience, or a High School diploma and 4-6 years directly related experience.

Admin Assistant

Position Overview: Provides support to a program/project manager or engineering team providing work that is somewhat challenging and varied in nature, within general guidelines. May involve the production of written reports, filing project-related documentation, coordinating team schedules and meetings between contractors and government representatives.

Education and Experience: High School diploma plus a minimum of 2 years work of experience.

Contract Specialist I

Position Overview: Responsibilities include the production, review, and compliance with bid requirements, proposal and award processes, contract negotiations, issuance and administration of contracts. This work involves some level originality and interpretation. Situation outside of set parameters are referred to senior specialists or management for clarification.

Education and Experience: BA/BS in Engineering Science or related academic field plus 2-4 years directly related experience, or AA/AS in Engineering Science or a related academic field plus 4-6 years directly related experience.

Contract Specialist II

Position Overview: Responsibilities include the production, review and compliance with bid requirements, formation of statements of work, proposal and award processes, contract negotiations, the issuance and administration of contracts. Some level of originality and interpretation are required. Senior specialists and/or managers may be consulted to successfully complete assigned work. Position requires strong communications, writing and negotiation skills related to industry cost models for services and materials, and familiarity with federal, state and local acquisition regulations.

Education and Experience: BA/BS in Engineering Science or related academic field plus 4 years directly related experience, or AA/AS in Engineering Science or a related academic field plus 6 years directly related experience.

Contract Specialist III

Position Overview: Responsibilities include the production, review, and compliance with bid requirements, pre-selection documentation, proposal and award processes, formation of statements of work, contract negotiations, issuance and administration of contracts. This work involves some level originality and interpretation. Situation outside of set parameters are referred to senior specialists or management for clarification.

Education and Experience: BA/BS from an accredited university plus 6 years directly related experience, or AA/AS from an accredited university plus 8 years directly related experience.

Sr. Contract Specialist

Position Overview: Responsibilities include the production, review, and compliance with bid requirements, proposal and award processes, contract negotiations, the issuance and administration of contracts, and budgeting projections and controls. The work requires a high level of originality and interpretation requiring minimal oversight from management.

Education and Experience: BA/BS from an accredited university plus 8 years directly related experience, or AA/AS from an accredited university plus 10 years directly related experience.

Expert Contract Specialist

Position Overview: This position requires a professional level of knowledge, expertise and understanding of the Federal Acquisition Regulations and federal procurement processes. The work requires independent and original action; the preparation of acquisition documents requiring little or no modification; and making other strategic and technical recommendations to Contracting Officer(s).

Education and Experience: MA/MS from an accredited university or a BA/BS from an accredited university plus 12 years directly related experience.

Space Planner

Position Overview: Duties may include reviewing proposed solutions and designs and providing guidance during strategic planning or concept development stages and/or acquisition and life cycle management projects including planning, budgeting, contract, and other support to managers on engineering-related projects. Ensures that technology requirements for programs/project related to space utilization, including the planning, layout and location of supporting technology systems and utilities are adequately addressed in plans. May serve as a member on life-cycle management team providing input to operational technology requirements and goals established by government managers.

Education and Experience: BA/BS in Engineering Science or related academic field plus 2-4 years directly related experience, or AA/AS in Engineering Science or a related academic field plus 4-6 years directly related experience.

Professional Support Staff

Position Overview: Performs professional work that is somewhat challenging and varied in nature, within general guidelines. Work involves some originality and interpretation in support of engineering tasks and professionals. Situations outside of set parameters are referred to management for clarification.

Education and Experience: AA/AS in Engineering Science Or a related academic field plus 2-4 years directly related experience, or a High School diploma and 4-6 years directly related experience.

For all Labor Categories

Project Support Services may substitute between equivalent experience and education in order to provide the quality of services required by the client. In such cases two additional years of directly related job experience may be substituted for each year of college; four years of directly related experience may be substituted for a high-school diploma; and a certification related to the technology or statement-of-work requirements may be substituted for two years of experience.

ORDERING PROCEDURES

(Simplified)

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

I. Develop a Statement of work (SOW).

II. Mail, fax, or email SOW to Project Support Services, Inc.:

Project Support Services, Inc.
22344 Belle Terra Dr Ashburn, VA 20148
Fax: 888-606-4426
Phone: 443-854-7711
eMail: asterling@psswdc.com

III. Review response from Project Support Services, clarifying any technical issues.

IV. Place order with Project Support Services by providing GSA Form 300 or other funding documents.

POINTS OF CONTACT

Name: Luther H. Hammond, President
Phone: 202-327-1121
Fax: 352-288-0150
Email: lhammond@psswdc.com

Schedules and Security Administration: CAGE CODE 1YER8

Name: Troy Hammond, Executive Vice President & Facility Security Officer
Phone: 202-327-1119
Fax: 888-606-4426
Email: tthammond@psswdc.com

Business Development and Sales:

Name: Anthony Sterling, Vice President
Phone: 443-854-7711
Fax: 888-606-4426
Email: asterling@psswdc.com