SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301  IT Facility Operation and Maintenance
FPDS Code D302  IT Systems Development Services
FPDS Code D306  IT Systems Analysis Services
FPDS Code D307  Automated Information Systems Design and Integration Services
FPDS Code D308  Programming Services
FPDS Code D310  IT Backup and Security Services
FPDS Code D311  IT Data Conversion Services
FPDS Code D313  Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316  IT Network Management Services
FPDS Code D317  Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services
FPDS Code D399  Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Multiple Award Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Professional Management Consulting Services, LLC
4311 18TH Street, NW
Washington, DC 20011
(P) (202) 904-2323
www.pmcsllc.com

Contract Administrator: Dwight Franklin, dfranklin@pmcsllc.com

Contract Number: GS-35F-015GA
Period Covered by Contract: 10/13/16 – 10/12/2021
Business Size: Small Business, SBA Certified 8(a) Firm

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology

Pricelist current through Modification #A824, dated 09-01-2020.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
CUSTOMER INFORMATION:

1. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology (IT) Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
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</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See Pricing page 5.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 6.

2. **Maximum Order:**  
   - For SIN 54151S - $500,000  
   - For SIN OLM - $250,000

3. **Minimum Order:** $100

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

5. **Point(s) of production (city, county, and state or foreign country):** N/A

6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted.)

7. **Quantity Discount:** None

8. **Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept.

10. **Foreign Items (list items by country of origin):** None

11. **Time of Delivery (Contractor insert number of days):** Professional Management Consulting Services, LLC shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

11b. **Expedited Delivery:** Consult with Contractor

11c. **Overnight/2-Day Delivery:** Consult with Contractor
11d. **Urgent Requirements:** Consult with Contractor

12. **FOB Point:** Destination

13a. **Ordering Address:** Professional Management Consulting Services, LLC
Dwight Franklin, President & CEO
4311 18TH Street, NW
Washington, DC 20011

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.

14. **Payment Address:** Professional Management Consulting Services, LLC
Dwight Franklin, President & CEO
700 12th St., NW Suite 700
Washington, DC 20005

15. **Warranty Provisions:** Contractor’s Standard Warranty

16. **Export Packing charges (if applicable):** Not applicable

17. **Terms and conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** Contact Professional Management Consulting Services, LLC for terms and conditions of Government Purchase Card acceptance.

18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable

19. **Terms and conditions of installation (if applicable):** Not applicable

20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable

20a. **Terms and conditions for any other services (if applicable):** No applicable

21. **List of service and distribution points (if applicable):** Not applicable

22. **List of participating dealers (if applicable):** Not applicable

23. **Preventive maintenance (if applicable):** Not applicable

24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not applicable

24b. 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:** 784764826

26. Professional Management Consulting Services, LLC is registered in the System for Award Management (SAM) database.
## GSA Hourly Rates

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>10/13/16 – 10/12/17</th>
<th>10/13/17 – 10/12/18</th>
<th>10/13/18 – 10/12/19</th>
<th>10/13/19 – 10/12/20</th>
<th>10/13/20 – 10/12/21</th>
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<tr>
<td>Applications Systems Architect I</td>
<td>$90.03</td>
<td>$91.47</td>
<td>$92.94</td>
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<td>Systems Engineer III</td>
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<tr>
<td>Technical Analyst III</td>
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</tbody>
</table>
Labor Category Descriptions

Application Systems Architect
Responsible for the overall system design. Documents development requirements for database, applications, and operation system environment. Consults with end users to test and debug applications to meet client needs. Serves as expertise in all aspects of designing and application development. May conduct training to IT Staff.

Minimum Education & Experience:
1. Application Systems Architect I: Bachelor’s Degree in Computer Science, Information Systems, or related discipline and 2 years of experience.
2. Application Systems Architect II: Bachelor’s Degree in Computer Science, Information Systems, or related discipline and 4 years of experience.
3. Application Systems Architect III: Bachelor’s Degree in Computer Science, Information Systems, or related discipline and 7 years of experience.

Data Architect/Engineer
Provides subject matter expertise and data architectural/engineering to support all types of development projects, including systems design, selection, development, integration, and support. Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains databases by removing and deleting old data. Evaluates new data sources for adherence to the organization's quality standards and ease of integration.

Minimum Education & Experience:
1. Data Architect/Engineer II: Bachelor's degree and 4 years of experience

Data Warehouse Designer
Responsible for planning, connecting, designing, scheduling, and deploying data warehouse systems. Develops, monitors, and maintains ETL processes, reporting applications, and data warehouse design. Designs, implements and supports data warehousing. Implements business rules via stored procedures, middleware, or other technologies. Defines user interfaces and functional specifications. Responsible for verifying accuracy of data, and maintaining and supporting the data warehouse.

Minimum Education & Experience:
1. Data Warehouse Designer III: Bachelor’s Degree in Computer Science, Information Systems, or related discipline and 5 years of experience.
Enterprise Architect
Responsible for leading projects and providing critical information management and analysis support for client engagements. The Enterprise Architect (EA) is responsible for using IT management expertise to successfully address clients’ IT and business challenges. The EA works with various organizational stakeholders to capture and understand their challenges and IT/business requirements. The EA develops and implements information management strategies. In addition, the EA collects, analyzes, and identifies commonalities and touch points from different types of organizational information (technologies, applications, processes, etc.) as well as disparate sources of information. The EA develops analytical frameworks to provide contextual information to executive leadership to support informed decision-making.

Minimum Education & Experience:
1. Enterprise Architect IV: Bachelor’s Degree in Computer Science, Information Systems, or related discipline and 11 years of experience.

Help Desk Specialist
Responsible for providing technical assistance and support related to computer systems, hardware, or software. Responds to queries, runs diagnostic programs, isolates problem, and determines and implements solution. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution.

Minimum Education & Experience:
2. Help Desk Specialist III: Bachelor’s Degree in Computer Science, Information Systems, or related discipline and 4 years of experience.

Organizational Change Management Technology Specialist
Enables organization to achieve greater flexibility and attain competitive advantages by leveraging the combination of technology and human capital. Conducts needs analysis and resource allocation studies to determine most effective use of human capital resources to meet technology usage. Makes recommendations to top management based on research. Plays a key role in helping information technology projects (change initiatives) meet business, schedule and budget objectives. Focuses on the people side of change – including changes to business processes, systems and technology, job roles and organization structures to maximize the use of IT systems. Focuses on creating and implementing change management plans that minimize employee resistance and maximize employee engagement. Works to drive faster adoption, greater ultimate utilization and higher proficiency on the changes impacting employees in the organization such that business and technology results are achieved.

Minimum Education & Experience:
1. Organizational Change Management Technology Specialist I: Bachelor’s degree and 1 year of experience.
Project Manager

Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

Minimum Education & Experience:

1. **Project Manager II**: Bachelor’s Degree and 1 year of experience
2. **Project Manager III**: Bachelor’s Degree, Project Management Professional (PMP) Certified and 2 years of experience
3. **Project Manager IV**: Bachelor’s Degree, Project Management Professional (PMP) Certified and 4 years of experience
4. **Project Manager V**: Bachelor’s Degree, Project Management Professional (PMP) Certified and 8 years of experience

Software Architect

Provides subject matter expertise to support all types of development projects, including systems design, selection, development, integration, and support. Responsible for initial design and development of new software or extensive software revisions. Defines software requirements and creates high-level architectural specifications, ensuring feasibility, functionality, and integration with existing systems/platforms. Guides a team of developers through the project to completion.

Minimum Education & Experience:

1. **Software Architect V**: Master's Degree in computer science or related advanced degree and 9 years of experience

Systems Engineer

Responsible for the planning and engineering of an organization's systems infrastructure. Responsible for coordinating the construction, maintenance, and expansion of an organization's computer systems. Includes the implementation and design of hardware and software. Monitors the performance of systems.

Minimum Education & Experience:

1. **Systems Engineer III**: Bachelor’s Degree in Computer Science, Information Systems, or related discipline and 5 years of experience.
**Technical Analyst**

**Description:** Prepares and conducts analyses and studies, wire frames, Joint Application Development (JAD) sessions, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business needs with technology systems, solutions and initiatives in a technology environment. Prepares forecasts and analyzes trends, reporting regulations and information technology business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and technology systems. Identifies potential business and technology risks. Areas of focus include but are not limited to technology and business performance, technology and business case analysis, internal control and enterprise risk assessment.

**Minimum Education & Experience:**

A. **Technical Analyst I:** Bachelor’s Degree and 6 months of experience  
B. **Technical Analyst III:** Bachelor’s Degree and 2 years of experience  
C. **Technical Analyst IV:** Bachelor’s Degree and 4 years of experience  
D. **Technical Analyst V:** Bachelor’s Degree and 5 years of experience

**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s + 6 years relevant experience or 8 years relevant experience</td>
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</tbody>
</table>