US GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICE LIST

MAS - GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

SIN 54151S – INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Business Size: Small

Project Manager USA, Inc.
101 Lakeforest Blvd., Ste 300,
Gaithersburg, MD 20877-2629
www.pm-america.com
Phone: 202-412-8986 / 1-855-483-4762 / 1-855-IT-FISMA
Fax: (301) 330-3743

Contract Number: GS-35F-0333V
Period Covered by Contract: March 26, 2009 thru March 25, 2024

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!® GSAAdvantage.gov.
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

**MAS Special Item Number: 54151S**

<table>
<thead>
<tr>
<th>#</th>
<th>Labor Category</th>
<th>GSA Hourly Rate</th>
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<tbody>
<tr>
<td>1</td>
<td>Configuration Manager</td>
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<td>$63.70</td>
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</table>

1b. Identification of the lowest priced model number and lowest unit price for each model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

*Not Applicable*

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

See Labor Category Descriptions

2. Maximum order: **$500,000.00**

3. Minimum order: **$100.00**

4. Geographic coverage (delivery area): **Domestic delivery only.**

5. Point(s) of production (city, county, and State or foreign country). *Not Applicable*

6. Discount from list prices or statement of net price: **All prices quoted under this contract are discounted from our commercial prices and are stated as NET prices.**
▪ State and Local Government Agencies: Offered the same discounts as all Federal Government customers
▪ Government Educational Institutions: Offered the same discounts as all Federal Government customers

7. Quantity discounts. N/A

8. Prompt payment terms. N/A

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

*Project Manager USA Inc. will accept the Government purchase card for all orders and amounts.*

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

*Project Manager USA Inc. will accept the Government purchase card for all orders and amounts.*

10. Foreign items (list items by country of origin).

*Not Applicable

11a. Time of delivery. (Contractor insert number of days.)

*30 days, and/or as negotiated between Project Manager USA Inc. and ordering activity*

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

*As negotiated

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

*Not Applicable

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.

*Not Applicable
12. F.O.B. point(s): Destination

13a. Ordering address(es).

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13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
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14. Payment address(es):
Project Manager USA, Inc., 101 Lakeforest Blvd., Ste 300, Gaithersburg, MD 20877-2629

15. Warranty provision: Standard Commercial

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 Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable).

19. Terms and conditions of installation (if applicable).

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

20a. Terms and conditions for any other services (if applicable).

21. List of service and distribution points (if applicable).

22. List of participating dealers (if applicable).

23. Preventive maintenance (if applicable).
24a. Special attributes such as 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. contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

https://www.pm-america.com

25. Data Universal Number System (DUNS) number: 173533303

26. Notification regarding registration in System for Award Management (SAM) database:

Active Until 01/27/2021  
Cage Code: 4DJB4  
TAX ID Number (TIN): 20-1924201

<table>
<thead>
<tr>
<th>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)</th>
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</table>

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. SCOPE  
a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.  
b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES: I-FSS-60 Performance Incentives (April 2000)  
a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.  
b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.  
c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER  
a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made, and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which
extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

7. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR
All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST
a. Definitions.
“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to
avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES
The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:
(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES
Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS
The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

| Configuration Manager |

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Published by Project Manager USA, Inc. (DBA PM America), an ISO 9001:2015 certified company. Email: Info@pm-amERICA.com; Web: www.pm-amERICA.com; Phone: 1-855-IT-FISMA (1-855-483-4762) / 202-412-8985. PM America Office: Physical / Mailing Address: 101 Lakeforest Blvd., Suite 300, Gaithersburg, MD 20877 USA
Minimum/General Experience: This individual must possess a minimum of 5-year experience coordinating and administering configuration management activities related to identification, control, and accounting for IT system hardware and software.

Position Duties and Responsibilities: Develop Configuration Management plans, policies and procedures to provide consistent, traceable methods of tracking requirement documents, software/hardware, inventory and assets. Address configuration identification, baselines, and change control, audits and reviews, and establish/update a central database publishable on intra/extranet using acceptable automated tools that allow tracking, managing, and reporting of data. Report to management on progress, obstacles encountered and solution alternatives. Participate in continual software process improvement activities by suggesting areas for improvement and helping to initiate and implement improvements.

Minimum Education/Training: A Bachelor’s degree or equivalent experience is required along with a MCSE certification.

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<td>Minimum/General Experience: This individual must possess a minimum 6 years of progressively more difficult experience in product information documentation and production. Three years of specialized ADP technical documentation, including significant experience in all phases of documentation support. One year of experience supervising documentation efforts.</td>
</tr>
<tr>
<td>Position Duties and Responsibilities: Responsible for the overall planning, coordination, and production of documentation. Provide expertise in documentation presentation and production in the development of contract deliverables. Establishes procedures for tracking and controlling all product deliverables, ensuring document control. Monitors the overall production of documentation to ensure high quality and on time delivery. Coordinates work with managerial and writing staff to effectively accomplish tasks. Manages the graphics arts functions in support of all software documentation. Schedules writing and production processes to meet product deliverable time frames and to ensure responsiveness to customer requirements. Participates in advanced planning, providing guidance on technical documentation support capabilities. Develops definitive staffing guidelines to direct the hiring practices of subordinate supervisors. Makes recommendations to upper management for changes in policies and procedures and completes documentation of approved changes. Reviews work status and submits timely report to upper management.</td>
</tr>
<tr>
<td>Minimum Education/Training: A Bachelor of Science or equivalent experience is required.</td>
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<th>IT Security Planner</th>
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<td>Minimum/General Experience: This individual must possess a minimum 7 years of solid experience in the IT Security industry. Experienced on a wide range of systems and capable of designing (workstation / server hardening) and managing the delivery of systems integration solutions.</td>
</tr>
<tr>
<td>Position Duties and Responsibilities: Acts as lead for large projects and directs other team members. Develop or evaluate current systems and technology plans against strategic direction. Recommend project prioritization approaches. Assist in implementing project portfolio governance. Report to management on progress, obstacles encountered and solution alternatives. Participate in continual software process improvement activities by suggesting areas for improvement and helping to initiate and implement improvements.</td>
</tr>
<tr>
<td>Minimum Education/Training: A Bachelor’s degree or equivalent business experience.</td>
</tr>
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IT Security Specialist

Minimum/General Experience: This individual must possess a minimum 8 years of solid technical experience. Experienced in the design, development, and implementation of secure communication systems and be capable of recognizing and dealing with attacks on secure communication systems. Detailed knowledge of Certification and Accreditation (C&A) process, NIST SP: 800-53 security controls, and FISMA Reporting. Knowledge of security algorithms for public key, symmetric key and authentication algorithms including the protocols that use these algorithms. Experience with the building blocks of modern security systems, such as LDAP Servers, Certificate Authorities, Key Management Systems and underlying standards. Experience with performing attack analysis on protocols and systems.

Position Duties and Responsibilities: Acts as lead for large IT Security projects and directs other team members. Report to management on progress, obstacles encountered and solution alternatives.

Minimum Education/Training: A Master’s degree or equivalent experience in Electrical Engineering or Computer Science and a CISSP certification is a plus.

IT Security Trainer

Minimum/General Experience: This individual must possess a minimum of 4 years of progressive business or technical instruction experience. Two years of computer system related training including course development, documentation and delivery.

Position Duties and Responsibilities: Develops IT Security course and instructional materials to educate technical and non-technical personnel. Instruction will apply to IT Security practices for the Government. Gathers and assembles information pertaining to IT Security subject matter, organizes and condenses material, and prepares course outline, handouts, manuals, and visual aid materials. Will be required to provide class instruction and ongoing end user support as required.

Minimum Education/Training: A Bachelor’s degree or equivalent experience.

Criteria for Experience/Education Substitutions

Additional education over the minimum required in any labor category may be substituted for required experience as follows:

<table>
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<tr>
<th>Required Education</th>
<th>Actual Education</th>
<th>Credit for Additional Experience (Years)</th>
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<tbody>
<tr>
<td>HS Diploma</td>
<td>Associate degree</td>
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</tr>
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<tr>
<td>Bachelor’s Degree</td>
<td>Master’s Degree</td>
<td>2</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Ph.D.</td>
<td>6</td>
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Project Manager USA, Inc. Labor Categories
Additional experience over the minimum required in any labor category may be substituted for required education as follows:

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<th>Required Education</th>
<th>Additional Experience Above Minimum Required (Years)</th>
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<td>HS Diploma</td>
<td>Bachelor’s Degree</td>
<td>4</td>
</tr>
<tr>
<td>HS Diploma</td>
<td>Advanced Degree</td>
<td>6</td>
</tr>
<tr>
<td>Associate degree</td>
<td>Bachelor’s Degree</td>
<td>2</td>
</tr>
<tr>
<td>Associate degree</td>
<td>Master’s Degree</td>
<td>4</td>
</tr>
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**Pricing page for the IT services being offered by Project Manager USA, Inc.**

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