The Contractor will be awarded under the cooperative purchasing program and disaster recovery for SIN 54151S.

SIN 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 D316 IT Network Management Services
FPDS Code D317 Automated News Services, Data Services, or Other Information Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Order Level Materials (OLM)

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 Group 70 – Information Technology 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 performed by the publisher or manufacturer or one of their authorized agents.
Management Systems Services, Inc.
10909 Roundtable Court
Rockville, MD  20852
(p)  240.876.8058

Contract Number: GS-35F-489CA
Period Covered by Contract: Date of Award - +5 years
General Services Administration
Federal Acquisition Service
Pricelist current through Award
Effective date current through September 3, 2025

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service’s Home Page via the Internet at http://www.gsa.gov/fas

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### CUSTOMER INFORMATION

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

**SIN 54151S IT Professional Services**  
**SIN Order level Materials (OLM)**

1b. Identification of the lowest priced model number and lowest unit price for that 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.

See Approved GSA Pricing

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.

*Skill category descriptions begin on page 7*

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category Title</th>
<th>GSA Price per Hour at Client Site</th>
<th>GSA Price per Hour at MSSI Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Program Manager</td>
<td>$130.98</td>
<td>$150.63</td>
</tr>
<tr>
<td>54151S</td>
<td>Project Manager</td>
<td>$100.76</td>
<td>$115.87</td>
</tr>
<tr>
<td>54151S</td>
<td>Applications Support Specialist</td>
<td>$50.38</td>
<td>$57.93</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Certified Laser Jet Repair Technician</td>
<td>$75.57</td>
<td>$86.90</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Certified Vendor Desktop Technician</td>
<td>$70.53</td>
<td>$81.11</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Certified Network Engineer</td>
<td>$110.83</td>
<td>$127.46</td>
</tr>
<tr>
<td>54151S</td>
<td>Network Engineer II</td>
<td>$85.64</td>
<td>$98.49</td>
</tr>
<tr>
<td>54151S</td>
<td>Help Desk Technician</td>
<td>$56.42</td>
<td>$64.89</td>
</tr>
<tr>
<td>54151S</td>
<td>Service Call Technician</td>
<td>$34.26</td>
<td>$39.40</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Administrator</td>
<td>$84.63</td>
<td>$97.33</td>
</tr>
</tbody>
</table>

2. Maximum order.  
$500,000

3. Minimum order.  
$100
4. Geographic coverage.
The Geographic Scope of Contract will be domestic delivery only.

5. Point of production.
10909 Roundtable Court
Rockville, MD 20852

6. Discount from list prices or statement of net price.
Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity discounts.
None

8. Prompt payment terms.
0% - net 30 days from receipt of invoice or date of acceptance, whichever is later.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
The Government purchase Card will be accepted for payment on orders below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
The Government purchase Card will be accepted for payment on orders above the micro-purchase threshold.

10. Foreign items.
Not Applicable.

11a. Time of delivery.

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>As Negotiated between Ordering Agency and Contractor</td>
</tr>
</tbody>
</table>

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 on the task order level.

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.  
As negotiated on the task order level.

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.  
As negotiated on the task order level.
F.O.B. point.
Destination

Ordering address.
10909 Roundtable Court
Rockville, MD 20852

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.

Payment address.
10909 Roundtable Court
Rockville, MD 20852

Warranty provision.
Not Applicable.

Export packing charges, if applicable.
Available outside the scope of this contract.

Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
None

Terms and conditions of rental, maintenance, and repair.
All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period of 1 year.

Terms and conditions of installation.
All equipment is self-installable.

Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.
Not Applicable.

Terms and conditions for any other services.
Not Applicable.

List of service and distribution points.
10909 Roundtable Court
Rockville, MD 20852

List of participating dealers.
Not Applicable.

Preventive maintenance.
Not Applicable.

Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
None
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.mss-inc.com](http://www.mss-inc.com)

25. Data Universal Number System (DUNS) number.
   12-154-8408

26. Notification regarding registration in SAM.gov (formerly the Central Contractor Registration) database.
   0HPV5
CONTRACTOR’S INFORMATION TECHNOLOGY LABOR
CATEGORY DESCRIPTIONS

Program Manager
Minimum Requirements:
Fifteen (15) years experience in the Information Technology field. Must have managed an
Information Technology organization having over twenty five (25) technologists
Functional Requirements:
Previous experience in conducting feasibility studies and information technology architectural
planning as the lead person; familiarity with trade off analysis and cost benefit analysis
Minimum Education:
Masters Degree (MS) in a computer related discipline.
Master of Business Administration (MBA)
Certified by one of the major computer hardware and / or software vendors

Project Manager
Minimum General Requirements:
Eight (8) years experience in the Information Technology field. Must have managed an
information technology group having over five (5) people
Functional Requirements:
Previous experience as a lead person or a team leader familiar with management theories
Minimum Education:
BA/BS degree or equivalent or an additional two (2) years of information technology experience;
certified by one of the major hardware or software vendors

Applications Support Specialist
Minimum / General Experience:
Three (3) years experience in providing end-user applications supporting MS Windows and the MS
Word, Excel Powerpoint, Access, Outlook, and Sharepoint.
Functional Requirements:
One on one end user support and various software applications support packages; end user group
training. Requires knowledge of micro computer products hardware and software
Minimum Education
BA/BS degree from an accredited college or university or 3 additional years experience in lieu of
degree.

Senior Certified Laser Jet Repair Technician
Minimum / General Experience:
Five (5) years of technical experience which applies to the repair of laser jet printers. Must be
certified in over five different laser jet categories from at least two different vendors.
Functional Responsibility:
Must be able to independently repair laser jet printers. Must be able to diagnose all laser jet
hardware problems and repair them including parts identification and replacement. Experience with
network support/administration; Ability to successfully interface with customers, co-workers, and
supervisors on a consistent, daily basis
Minimum Education:
A+ Certified Technician
Laser Jet Certified by Vendor
Xerox Certified Technician on Phaser Series
Senior Certified Vendor Desktop Technician
Minimum / General Qualifications:
Six (6) years of technical experience which applies to the repair of complex micro computer hardware. Familiar with all types of desktop and laptop micro computers especially Dell and Hewlett Packard. Experience with network support/administration; Ability to successfully interface with customers, co-workers, and supervisors on a consistent, daily basis

Functional Responsibility:
Must be able to perform independently hardware repair on laptop and Desktop computers regardless of brand. Must have a strong and proven background in desktop computer management, repair and associated concepts and implementations including:
Extensive Windows-based desktop computer repair skills, diagnosis and resolution of hardware and software problems, installation of desktop software, configuration, performance tuning, customer and business desktop computing needs analysis and recommendation and peripherals.
Good working knowledge of networking and related desktop interfaces.

Minimum Education:
A+ Certified Technician
Accredited Certified Technician (ACT) for desktops and laptops

Senior Certified Network Engineer
Minimum / General Qualifications:
Five (5) years of technical experience which applies to the analysis, repair of complex micro computer network issues.

Functional Responsibility:
Guides users in formulating the most effective approach in order to create network efficiency. Advises clients to alternative new approaches to networks.

Minimum Education:
Certified Network Engineer (CNE) or Microsoft Certified Systems Engineer (MCSE)
BS Degree or three (5) additional years of experience.

Network Engineer II
Minimum General Requirements:
Three (3) years of technical experience which applies to the analysis, repair of complex micro computer network issues.

Functional Requirements:
Guides users in formulating the most effective approach in order to create network efficiency. Advises clients to alternative new approaches to networks. Knowledge of Web and Information Systems planning.

Minimum Education:
BS Degree or three (3) additional years of experience.
Certified Network Engineer (CNE) or Microsoft Certified Systems Engineer (MCSE), or Microsoft Certified Professional (MCP) or three (3) additional years of experience

Help Desk Technician
Minimum / General Qualifications:
Three (3) years experience in installation and maintenance of a wide-range of ADP hardware and applications software

Functional Responsibility:
Ability to repair/replace hardware; ability to install new software and upgrade software; ability to repair printers; ability to isolate and repair hardware and software problems

Minimum Education:
High School Education or equivalent
A+ Certified
Certified by at least one other hardware and/or software vendor
Two (2) years Windows experience
Service Call Technician
Minimum / General Qualifications:
One year of experience in Information Technology and customer service experience
Functional Responsibility:
Ability to answer the telephone and respond to and assist with Information Technology requests;
Ability to assist walk-in requests regarding Information Technology issues; Ability to process requests
Minimum Education:
High School diploma or equivalent

Systems Administrator
Minimum / General Qualifications:
Five (5) years experience in Server Operating Systems
Five (5) years experience in Active Directory Experience
Three (3) years experience in Virtual Technologies
Functional Responsibility:
Previous experience in managing backups
Previous experience in installing and configuring virtual servers
Previous experience in updating policies for back ups and recovery systems
Previous experience managing the performance of servers.
Excellent writing and communication skills
Minimum Education:
BS/BA or equivalent, Graduate degrees as necessary, Credentials in his/her discipline
Order Level Materials – OLM

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using the new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:
OLMs are:
- purchased under the authority of the FSS Program.
- unknown until an order is placed.
- defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedure for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs).
- only authorized for use in direct support of another awarded SIN.
- only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN).
- subject to a Not To Exceed (NTE) ceiling price.

OLMs are not:
- Open Market Items.
- items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced and awarded at the FSS contract level).

OLM Pricing:
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee.
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against a FSS BPA awarded under a FSS contract cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing eligible.