

GENERAL SERVICES ADMINISTRATION

**Federal Acquisition Service
*Authorized Federal Supply Schedule Price List***

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is:
<http://www.GSAAdvantage.gov>.

MAS SCHEDULE

Contract Number: GS-00F-158GA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: April 8, 2017 through April 7, 2022
Catalog effective through Modification #PS-A812 dated February 4, 2020



Contractor: PRO-SPHERE TEK, INC
1101 KING ST
ALEXANDRIA, VA 22314 2944

Telephone: (703) 810-3030
FAX Number: (703) 810-3031
Web Site: <http://www.pro-spheretek.com/>
E-mail: GSASales@pro-spheretek.com
Contract Administration: Angie Gibson

Business Size: Under NAICS code 541611- Other than Small

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN 541511/RC Integrated Business Program Support Services
00CORP 500/RC Order Level Materials

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.

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.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as company address.

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See attached GSA pricelist.

7. Quantity discounts:

.5% for orders over \$150,000

1% for task orders between \$250,000.00 and \$500,000

2% for task orders over \$500,000

8. Prompt payment terms: Net 30 days

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 over \$2,500

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

- 11a. Time of Delivery:** Specified on the Task Order
- 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 list that have expedited delivery: Contact Contractor
- 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: Contact Contractor
- 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 affect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. 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 (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 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):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

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/.

25. Data Universal Numbering System (DUNS) number: 627796449

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

27. Service Contract Labor Standards: The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

28. GSA Pricelist: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Contractor Site Rates:

Labor Categories	GSA Price 3/8/19-3/7/20	GSA Price 3/8/20-3/7/21	GSA Price 3/8/21-3/7/22
Principal Consultant	\$139.80	\$142.59	\$145.45
Process Improvement Analyst	\$133.14	\$135.80	\$138.52
Program Manager	\$137.53	\$140.28	\$143.09
Project Analyst I	\$98.16	\$100.12	\$102.13
Project Analyst II	\$104.79	\$106.88	\$109.02
Project Analyst III	\$112.12	\$114.37	\$116.65
Project Manager	\$133.14	\$135.80	\$138.52
Research Specialist	\$112.12	\$114.37	\$116.65
Risk Management Analyst	\$104.85	\$106.95	\$109.09
Sr. Business Consultant	\$133.14	\$135.80	\$138.52
System Analyst	\$112.12	\$114.37	\$116.65
Technical Associate	\$95.52	\$97.43	\$99.38

Customer Site Rates:

Labor Categories	GSA Price 3/8/19-3/7/20	GSA Price 3/8/20-3/7/21	GSA Price 3/8/21-3/7/22
Principal Consultant	\$111.83	\$114.07	\$116.35
Process Improvement Analyst	\$106.52	\$108.65	\$110.82
Program Manager	\$110.02	\$112.22	\$114.47
Project Analyst I	\$78.53	\$80.10	\$81.70
Project Analyst II	\$83.83	\$85.50	\$87.21
Project Analyst III	\$89.69	\$91.49	\$93.32
Project Manager	\$106.52	\$108.65	\$110.82
Research Specialist	\$89.69	\$91.49	\$93.32
Risk Management Analyst	\$83.88	\$85.55	\$87.27
Sr. Business Consultant	\$106.52	\$108.65	\$110.82
System Analyst	\$89.69	\$91.49	\$93.32
Technical Associate	\$76.42	\$77.95	\$79.50

29. Labor Category Descriptions:

Principal Consultant

Functional Responsibilities: Oversees and provides executive-level management to a program's operations that involves multiple projects/tasks and groups of personnel at multiple locations. Develops and maintains relationships with senior-level management to ensure successful delivery of programs and initiatives across the organization. Ensures quality standards and work performance on all task orders and projects; plans, organizes, and oversees performance; assigns resources; manages personnel; provides risk management; ensures quality management; and monitors overall program and project performance. Develops reports as required, and oversees reporting from program and project personnel.

Minimum Experience: Minimum of 8 years of experience.

Minimum Education: Bachelor's degree in Finance, Business, or other related discipline.

Process Improvement Analyst

Functional Responsibilities: Assesses the impact of industry trends, policies, and/or standard methodologies to projects, tasks, and the customer organization. Demonstrated experience in business and operational process change. Provides process engineering technical support expertise to projects to improve operations. Analyzes processes and re-engineering alternatives, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Performs supply chain analyses and develops related recommendations. Uses analyses to develop recommended operational improvements, lowering costs and improving customer service. Recommends and facilitates quality improvement efforts.

- Be accountable for a designated group of PI projects designed to implement lasting solutions using various process improvement techniques to achieve improved operational efficiency.
- Provide support for process improvement actions on other projects
- Be accountable for key operational risk-management metrics including investigating and coordinating the resolution of any operational issues that are discovered.
- Excel in a team-oriented, collaborative environment while contributing to the creation, design, and implementation of value-add business strategies that affect current operating practices and company policy.
- Collect performance metrics for project reviews.
- Exhibit strong communication and listening skills, focused on conveying new ideas to performance managers and understanding potential obstacles to implementation.
- Be able to clearly articulate and present ideas and findings to a varied audience including the operations staff and senior management.

Minimum Experience: Minimum of 5 years of experience.

Minimum Education: Bachelor's degree in Finance, Business, or other related discipline.

Program Manager

Functional Responsibility: Oversees all project operations and provides assistance when needed. Develop processes and methodologies to achieve program goals. Ensures program deliverables maintains quality standards and project requirements. Monitor and maintain budget, schedule and expenses.

- Review project proposal or plan to determine time frame, procedures for accomplishing, and allotment of available resources to various phases of project; reports findings to leadership.
- Own customer relationship for specific programs and manages internal communication to effectively execute customer requirements within the organizations capability.
- Confer with staff to outline work plan and responsibilities.
- Manage program P&L.
- Coordinate activities of team to ensure project progresses within scope, on schedule, and within budget.
- Compile status reports and modifies schedules or plans as required; prepares project reports for management, client, or others.
- Provide strong leadership to team including development and performance management.

Minimum Experience: Minimum of 5 years of experience.

Minimum Education: Bachelor's degree in Business, or other related discipline.

Project Analyst I

Functional Requirements: Gathers the appropriate data that will be used to plan, analyze, and evaluate the effectiveness of operating programs. Provides input for reports. Tracks and analyzes program, project, or task data, including cost, schedule, and performance data.

- Analyze project requirements in the areas of business management, financial management, program scheduling, milestone tracking, critical path analyses, and support requirements, and perform other related analyst/management activities required for successful completion of required tasks.
- Assist with impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of project
- Creation of routine and ad hoc reports.

Minimum Experience: Minimum of 0 years of experience.

Minimum Education: Bachelor's degree in Finance, Business, or other related discipline.

Project Analyst II

Functional Requirements: Gathers the appropriate data that will be used to plan, analyze, and evaluate the effectiveness of operating programs. Provides input for reports. Tracks and analyzes program, project, or task data, including cost, schedule, and performance data.

- Perform planning, analyzing and evaluating the effectiveness of operating programs
- Utilize advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations.
- Participate in meetings with stakeholders, staff, project managers, etc. to render project activities into actionable solutions across business units and initiatives
- Assists in assessing and responding to highly complex and time sensitive issues

Minimum Experience: Minimum of 3 years of experience.

Minimum Education: Bachelor's degree in Finance, Business, or other related discipline.

Project Analyst III

Functional Responsibilities: Gathers the appropriate data that will be used to plan, analyze, and evaluate the effectiveness of operating programs. Provides input for reports. Tracks and analyzes program, project, or task data, including cost, schedule, and performance data.

- Planning, analyzing and evaluating the effectiveness of operating programs
- Utilizes advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations.
- Participates in meetings and projects with stakeholders, staff, project managers, etc. to render project activities into actionable solutions across business units and initiatives
- Effectively assesses and responds to highly complex and time sensitive issues
- Review business requirements and other documentation from multiple sources to identify and resolve cross initiative dependencies and ensure consistency of approach and application across the enterprise/command
- Develop queries, analyses, or reports from applications for operations or management staff of assigned business unit(s)
- Provides guidance or technical supervision to less experienced staff performing similar functions

Minimum Experience: Minimum of 5 years of experience.

Minimum Education: Bachelor's degree in Finance, Business, or other related discipline.

Project Manager

Functional Responsibility: Provides assistance to management on major programs, follows work plans, schedules, evaluation criteria, and assists in cost effective and efficient resource utilization. Enforces established processes. Plans and creates work items for current and future procurement. Maintains liaison with management. Duties include planning, organizing, and administering activities and services.

- Develop, plan and manage implementation of activities for highly complex projects/programs for external/internal customers
- Analyzes work plans and schedules.
- Responsible for resource requirements/allocation.
- Develop methodologies, procedures, and systems to produce financial tracking & reporting.
- Act as project team leader to all stakeholders.
- Develops project progress and status reports.
- Communicate project critical dates and coordination with external and internal schedules related to the activity and workload;
- Coordinate the creation of work schedules and maintains active work planning through use of gaunt charts and related work tracking methods.

Minimum Experience: Minimum of 5 years of experience.

Minimum Education: Bachelor's degree in Business or other related discipline.

Research Specialist

Functional Responsibilities: Gathers information from organization, defines work problems, and designs programs and procedures to resolve problems. Researches, collects and collates data. Assists with compiling data, and prepares inputs for larger reports. May provide

recommendations for improvements of modifications. Assists with writing specifications manuals and documentation for organization personnel.

Minimum Experience: Minimum 0 years of experience.

Minimum Education: Associate's Degree in Business, or other related discipline.

Risk Management Analyst

Functional Responsibilities: Conducts logical analysis of management problems and management information requirements. Collects and evaluates data to identify potential risks to the company. Identifies risk areas and creates narratives, graphics, and oral status reports. Conducts what-if analysis.

Minimum Experience: Minimum of 3 years of experience.

Minimum Education: Bachelor's degree in Engineering, Business, or other related discipline.

Senior Business Consultant

Functional Responsibilities: Provides technical guidance to the project and is responsible for facilitating cross-functional project team meetings as well as developing and maintain strong relationships with business partners and the technology teams. Reviews, modifies, and develops requirements to mitigate project risks. Assists the Program Manager with analysis and evaluation as required. Develops and oversees reporting and deliverables from project personnel.

- Assessing business strategies, goals, programs and operations.
- Modeling business concepts and identifying innovation opportunities.
- Translating analysis into business-centered solution models and requirements.
- Creating functional models and descriptions that drive design.

Minimum Experience: Minimum of 5 years of experience.

Minimum Education: Bachelor's Degree in Finance, Business, or other related discipline

Systems Analyst

Functional Responsibilities: Support the development of project requirements to ensure the business and functional requirements are complete and well defined. The Systems Analyst will use their technical and analytical skills working directly with clients to develop and implement innovative solutions that address core business issues across complex and integrated enterprise systems.

- Engage with teams across multiple industries and disciplines.
- Leverage technical and analytical skills in an integrated enterprise system environment to analyze and design techniques to solve business problems using information technology
- Evaluate design and technical layouts for purposes of data mapping, integration analysis, scripting, testing and software conversion

Minimum Experience: Minimum of 3 years of experience.

Minimum Education: Bachelor's Degree in Finance, Business, or other related discipline.

Technical Associate

Functional Responsibilities: Reviews schedule data and compares and contrasts planned versus actual progress. Identifies risk areas to program, project, or task completion and creates narrative, graphic and oral status reports in different formats and media.

- Provide project support by developing, maintaining, and reporting on project progress using Professional Project Scheduling Software (Microsoft Project, Primavera, Excel).

- Develop cost and resource loaded schedules to effectively manage projects
- Participate in schedule assurance reviews of cost estimates and interface with project teams to incorporate the results of these reviews
- Provide Critical Path Reviews.

Minimum Experience: Minimum of 0 years of experience.

Minimum Education: Associate's Degree in Business, or other related discipline.