



# **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!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

### **Professional Services Schedule**

**Federal Supply Group: 00CORP - Class: D399**

**Contract Number: 47QRAA19D002X**

**For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>  
Contract Period: January 14, 2019 through January 13, 2024**

**Contractor:** PISTIS LLC  
17321 JEFFERSON DAVIS HWY STE 315  
DUMFRIES, VA 22026

**Business Size:** Small Business

**Telephone:** 703-475-2039  
**Extension:**  
**FAX Number:** (800) 336/9128  
**Web Site:** [www.pistisllc.com](http://www.pistisllc.com)  
**E-mail:** [hjamison@pistisllc.com](mailto:hjamison@pistisllc.com)  
**Contract Administration:** Howard Jamison

## **CUSTOMER INFORMATION:**

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

SIN	Recovery	SIN Description
520-21	520-21RC	Program Management Services
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services
C132-51	C132-51RC	Information Technology Professional Services

- 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).
7. **Quantity discounts:** None
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
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** 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 effect 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](http://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. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**

**25. Data Universal Numbering System (DUNS) number:** 078792933

**26. Notification regarding registration in Central Contractor Registration (CCR) database:**

**27. Final Pricing:**

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

Labor Categories Pricing

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	C132-51	Programmer	Both	\$146.45	\$150.11	\$153.86	\$157.71	\$161.65
2	C132-51	Engineer I	Both	\$151.34	\$155.12	\$159.00	\$162.97	\$167.05
3	C132-51	Web Designer	Both	\$134.01	\$137.36	\$140.79	\$144.31	\$147.92
4	874-1	Business Analyst	Both	\$100.50	\$103.02	\$105.59	\$108.23	\$110.94
5	520-21, 874-1 and 874-7	Program Manager	Both	\$199.09	\$204.07	\$209.17	\$214.40	\$219.76
6	520-21, 874-1 and 874-7	Project Manager	Both	\$114.86	\$117.73	\$120.68	\$123.69	\$126.79
7	C132-51, 520-21, 874-1, and 874-7	Administrative Assistant I	Both	\$34.18	\$35.03	\$35.91	\$36.80	\$37.72
8	C132-51, 520-21, 874-1, and	Administrative Assistant II	Both	\$42.75	\$43.82	\$44.91	\$46.04	\$47.19

874-7							
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**Labor Category Descriptions**

**Program Manager:**

Manages day-today work in an environment that focuses on business, operations, organizational, or management improvement processes and practices. Demonstrates creativity and resourcefulness in complex assignments, utilizes strong communications skills, and may have high standing as a technical expert in client communities. Provides technical and administrative guidance for personnel performing business improvement and organizational development tasks, including review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with government standards/requirements, and for progress in accordance with schedules. May lead projects having significant technical complexity and be responsible for managing and motivating staff. Receives only general policy guidance from supervisor.

Qualifications at this level generally include a **Bachelor’s** degree (often a business, organizational development, or scientific discipline) and ten years of directly related technical and management experience. Has at least two years of experience managing multiple projects.

**Project Manager:**

Conducts complex analysis and develops concepts in support of program requirements. Demonstrates exceptional creativity and resourcefulness in the most demanding and complex assignments, and utilizes strong communications skills. May include conducting studies, preparing impact statements, evaluating program development, collecting project documentation, data collection, providing data analysis/evaluation, migrating strategy and project management regulatory compliance support. Translates mission and high-level organizational performance requirements into broad strategic goals, objectives, and approaches to their achievement. May include analysis of mission, program goals and objectives, organizational performance assessment, special studies and analysis, development of a requirements statement or exploration of operational concepts for use in policy and decision making. May act as an internal consultant for broad program areas or in a highly specialized area. May lead programs or projects having maximum client importance, high visibility, and technical complexity. May also be responsible for managing and motivating staff. Receives general policy guidance from supervisor.

Qualifications at this level generally include a Bachelor’s degree (typically in a business, organizational development, or scientific discipline) and seven years of related experience or a Bachelor’s degree and seven years of related experience. An additional five years of related experience may be substituted for a Bachelor’s degree.

### **Programmer:**

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to junior programmers to ensure program deadlines are met. Performs as an applications programmer on

large-scale data base management systems, uses knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Works independently or under only general direction.

Qualification at this level requires a **Bachelor's** degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Seven years of general experience of which seven years be specialized experience, a degree is not required. Five years of experience, of which at least three years must be specialized. Specialized experience includes experience as an applications programmer on large-scale data base management systems.

### **Engineer I:**

Responsible for the conceptualization, design, development, and fielding of information systems and applications that capitalize upon information sharing as a means to gain process efficiency. Focus is upon the conversion of data into information and the enterprise – wide application of that information.

Qualification at this level requires **Bachelor's** in Computer Science, Information Systems, Engineering or related scientific or technical discipline and five years of related experience.

### **Web Designer:**

Implement expertise using web technologies such as Ruby on Rails, CSS, Java, JavaScript, XML, PL/SQL, PHP, and others in a Unix environment and Oracle 10g database. Requires coordination with the other program resources to establish interface standards. PMF and Agile processes will be followed to support project documentation, brief stakeholders on technical aspects, and Quality Assurance measures/test scenario

Qualification at this level requires **Bachelor's** degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline. MS in Comp. Sci. Preferred. 5 years of experience in Web Development, CSS, Java, JavaScript, XML, PL/SQL, PHP, and Unix. Ruby programming in a Rails environment (Ruby on Rails) a plus; must have desire to master Ruby on Rails.

### **Business Analyst:**

Evaluate business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions. Could lead ongoing reviews of business processes and developing optimization strategies. Staying up-to-date on the latest process and IT advancements to automate and modernize systems. Conduct meetings and presentations to share ideas and findings.

Performing requirements analysis, documenting and communicating the results of efforts. Effectively communicating insights and plans to cross-functional team members and management. Gathering critical information from meetings with various stakeholders and producing useful reports. Working closely with clients, technicians, and managerial staff. Providing leadership, training, coaching, and guidance to junior staff. Managing projects, developing project plans, and monitoring performance and monitoring deliverables and ensuring timely completion of projects.

Qualification at this level requires **BA/BS**/equivalent in a scientific, technical, business or related field or applicable hands on experience. Must also include five years of direct related work experience

### **Administrative Assistant I:**

Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

- Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
- As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
- Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
- Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;

- Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Qualifications at this level generally include a High School diploma and two (2) years of related experience working in an office environment.

**Administrative Assistant II:**

Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
- Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
- Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
- Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;
- Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

Qualifications at this level generally include a High School diploma and Five (5) years of related experience working in an office environment.

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant I	Secretary I - 01311	2015-4281
Administrative Assistant II	Secretary II - 01312	2015-4281

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 awarded are in line with the geographic scope of the contract (i.e. nationwide).