



10201 Fairfax Boulevard, Suite 400 • Fairfax, VA 22030  
PH: 703-691-3498 • FAX: 703-246-9313 [www.pesystems.com](http://www.pesystems.com)  
Business Size: Other Than Small Business

## General Services Administration

### Federal Supply 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 order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov)*

## Mission Oriented Business Integrated Services (MOBIS)

### *FSC Group 874*

***SIN 874-1/874-1RC Consulting Services  
SIN 874-6/874-6RC Acquisition Management Support  
SIN 874-7/874-7RC Program and Project Management***

**Contract No:**  
GS-10F-0245T

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)*

**Contract Period:**  
5/16/2007 – 5/15/2012

Pricelist current through Modification **PS-0002**

# Federal Supply Schedule

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Contract No. GS-10F-0245T

**CUSTOMER INFORMATION**

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

<p><b>SIN 874-1 and 874-1RC (Recovery Purchasing) Consulting Services</b></p>	<p>Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.</p>
<p><b>SIN 874-6 and 874-6RC Acquisition Management Support</b></p>	<p>Contractors shall provide support to agencies in conducting federal acquisition management activities, as follows: Acquisition planning assistance; developing acquisition documents, including quality assurance surveillance plans, statements of work, synopses, and solicitations; expert assistance in evaluating proposals; contract administration services; and competitive sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies. Inherently Governmental services as identified FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination.</p>
<p><b>SIN 874-7 and 874-7RC Program and Project Management</b></p>	<p>Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services. All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited.</p>

**1b. Lowest unit price for each special item number.**

The following table identifies labor rates for the base contract year. Clause I-FSS-969 ECONOMIC PRICE ADJUSTMENT –FSS MULTIPLE AWARD SCHEDULE (JAN 2002) is the clause incorporated into the contract for any future EPA requests. The annual escalation shall be in accordance with paragraph (b) (1) of the preceding clause, with a yearly 3.5% escalation. Each labor category may apply to all SINs except for Program/Project Manager which apply to SIN 874-7 only.

<b>MOBIS Labor Category</b>	<b>GSA Rate/Hr for Gov't Site – Year 1</b>	<b>GSA Rate/Hr for Gov't Site – Year 2</b>	<b>GSA Rate/Hr for Gov't Site – Year 3</b>	<b>GSA Rate/Hr for Gov't Site – Year 4</b>	<b>GSA Rate/Hr for Gov't Site – Year 5</b>
Administrative Assistant I	\$21.36	\$22.11	\$22.88	\$23.68	\$24.51
Administrative Assistant II	\$28.36	\$29.35	\$30.38	\$31.44	\$32.54
Administrative Assistant III			\$35.89	\$37.15	\$38.45
Administrative Assistant IV			\$38.45	\$39.80	\$41.19
Administrative Assistant V			\$43.12	\$44.63	\$46.19
Business Systems Analyst I	\$50.48	\$52.25	\$54.08	\$55.97	\$57.93
Business Systems Analyst II	\$68.02	\$70.40	\$72.86	\$75.41	\$78.05
Business Systems Analyst III	\$80.79	\$83.62	\$86.54	\$89.57	\$92.71
Business Systems Analyst IV	\$96.12	\$99.48	\$102.97	\$106.57	\$110.30
Business Systems Analyst V	\$100.44	\$103.96	\$107.59	\$111.36	\$115.26
Functional Analyst I			\$51.13	\$52.92	\$54.77
Functional Analyst II			\$59.72	\$61.81	\$63.97
Functional Analyst III			\$64.57	\$66.83	\$69.17
Functional Analyst IV			\$73.98	\$76.57	\$79.25
Program Management/Subject Matter Expert I	\$81.24	\$84.08	\$87.03	\$90.07	\$93.22
Program Management/Subject Matter Expert II	\$95.06	\$98.39	\$101.83	\$105.39	\$109.08
Program Management/Subject Matter Expert III	\$98.80	\$102.26	\$105.84	\$109.54	\$113.38
Program Management/Subject Matter Expert IV	\$129.70	\$134.24	\$138.94	\$143.80	\$148.83
Program Management/Subject Matter Expert V	\$134.88	\$139.60	\$144.49	\$149.54	\$154.78
Program/Project Manager I			\$66.42	\$68.74	\$71.15
Program/Project Manager II			\$74.86	\$77.48	\$80.19
Program/Project Manager III			\$88.34	\$91.43	\$94.63

**1c. Labor Category Descriptions**

**Equivalencies:** One year of additional experience is the equivalent of one year of education (Example: 2 years of additional experience is equivalent to an Associates Degree, 4 years of additional experience is equivalent to a Bachelors Degree, 6 years of additional experience is equivalent to a Masters Degree). A certification related to a technology or professional discipline is equivalent to two years of the experience or education. These apply to labor categories where equivalencies are identified.

## **ADMINISTRATIVE ASSISTANT – LEVEL I**

### Duties/Responsibilities:

- Performs assigned administrative technical support tasks. Assignments may be routine or may be broad in nature requiring originality and ingenuity
- May assist or be assisted by more junior administrative personnel
- May supervise more junior administrative personnel with some latitude for unsupervised decision and action.

### Education:

- HS Diploma

### Experience:

- One year of relevant experience beyond secondary school.

### Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

### Required Certifications/Clearances:

- None

## **ADMINISTRATIVE ASSISTANT – LEVEL II**

### Duties/Responsibilities:

- Performs assigned administrative technical support tasks. Assignments are broad in nature requiring originality and ingenuity
- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

### Education:

- HS Diploma

### Experience:

- 8 years of relevant experience.

### Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

### Required Certifications/Clearances:

- None

## **ADMINISTRATIVE ASSISTANT – LEVEL III**

### Duties/Responsibilities

- Performs assigned administrative technical support tasks. Assignments are broad in nature requiring originality and ingenuity

- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

## **Education**

- AS/AA or equivalent experience

## **Experience**

- At least two (2) years of program/project support experience
- Experience in collecting and analyzing technical literature, organizing materials or reviewing written material and recommend revisions for the project team
- Experience using automated tools in performing assigned duties and may coordinate the production, presentation and distribution of training materials
- Experience in word processing, developing spreadsheets, maintaining program, project, and task files, technical support services for program or project managers in support of project planning and budget reviews
- Experience in scheduling and facilitating seminars, meetings and training activities, take meeting notes and distribute to attendees

## **Minimum Training**

- None

## **Required Certifications/Clearances**

- None

## **ADMINISTRATIVE ASSISTANT – LEVEL IV**

### **Duties/Responsibilities**

- Performs assigned administrative technical support tasks. Assignments are broad in nature requiring originality and ingenuity
- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

### **Education**

- BS/BA or equivalent experience

### **Experience**

- At least two (2) years of relevant experience
- Experience in collecting and analyzing technical literature, organizing materials or reviewing written material and recommend revisions for the project team
- Experience using automated tools in performing assigned duties and may coordinate the production, presentation and distribution of training materials
- Experience in word processing, developing spreadsheets, maintaining program, project, and task files, technical support services for program or project managers in support of project planning and budget reviews

- Experience in scheduling and facilitating seminars, meetings and training activities, take meeting notes and distribute to attendees
- Possesses excellent oral and written communication skills

#### Minimum Training

- None

#### Required Certifications/Clearances

- None

### **ADMINISTRATIVE ASSISTANT – LEVEL V**

#### Duties/Responsibilities

- Performs assigned administrative technical support tasks. Assignments are broad in nature requiring originality and ingenuity
- Plans, supervises, and/or manages most tasks with minimum supervision. Substantial latitude for unsupervised decision and action
- May train or supervise junior and mid-level administrative personnel.

#### Education

- BS/BA or equivalent experience

#### Experience

- At least four (4) years of relevant experience
- Experience in collecting and analyzing technical literature, organizing materials or reviewing written material and recommend revisions for the project team
- Experience using automated tools in performing assigned duties and may coordinate the production, presentation and distribution of training materials
- Experience in word processing, developing spreadsheets, maintaining program, project, and task files, technical support services for program or project managers in support of project planning and budget reviews
- Experience in scheduling and facilitating seminars, meetings and training activities, take meeting notes and distribute to attendees
- Possesses excellent oral and written communication skills

#### Minimum Training

- None

#### Required Certifications/Clearances

- None

### **BUSINESS/SYSTEMS ANALYST – LEVEL I**

#### Duties/Responsibilities:

- Performs professional or technical work in cost, budget or schedule analyses and/or research
- Assesses business impact, primarily cost and schedule implications of existing and projected technological advances

- Performs under the direction of a project manager or experienced analyst

Education:

- 2 years undergraduate credit in Business, Engineering or related field

Experience:

- 2 years of cost, budget, or schedule analysis, operations research or engineering experience in preparing business analyses
- Basic knowledge of statistical techniques, applied mathematics, and economics.

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **BUSINESS/SYSTEMS ANALYST – LEVEL II**

Duties/Responsibilities:

- Performs professional or technical work in business research and/or cost, budget or schedule analysis and/or research
- Analyzes cost and schedule implications of existing and projected technological advances
- Evaluates the impact of new and innovative acquisition strategies on product/project cost and schedule.

Education:

- BA/BS in Business, Engineering, Operations Research, or related field or additional specialized experience

Experience:

- 3+ years of operations research, cost, budget or schedule analysis experience in the preparation of business impact analyses or cost, budget or schedule analyses (an advanced business or engineering degree may be substituted for two years of the experience requirement)
- Practical experience in the application of statistical techniques, applied mathematics, economics and an engineering discipline.

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **BUSINESS/SYSTEMS ANALYST – LEVEL III**

Duties/Responsibilities:

- Advises on and performs business research and professional or technical work in cost, budget or schedule analysis
- Analyzes existing and projected technological advances and evaluates the impact of new and innovative acquisition strategies with respect to cost, budget and schedule implications

Education:

- BA/BS in Business, Engineering, Operations Research, or related field

Experience:

- 6+ years of operations research, engineering, or cost, budget or schedule analysis (an advanced degree may be substituted for two years experience)
- Possesses a practical knowledge of statistical techniques, applied mathematics, economics and an engineering discipline.

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **BUSINESS/SYSTEMS ANALYST – LEVEL IV**

Duties/Responsibilities:

- Plans, organizes, and directs the research efforts and/or cost, budget, or schedule analyses of a group of specialists skilled in business operations, engineering, management, programming, pricing, logistics, manufacturing, production and testing
- Applies technical capability to assess cost, budget and schedule implications of existing and projected technological advances

Education:

- BA/BS in Business, Engineering, Operations Research, or related field

Experience:

- 8+ years of operations research, engineering, or cost, budget or schedule analysis experience
- Two years experience in a leadership/management role (an advanced business or engineering degree may be substituted for two years experience)
- Possesses a practical knowledge of statistical techniques, applied mathematics, economics and an engineering discipline.

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **BUSINESS/SYSTEMS ANALYST – LEVEL V**

### Duties/Responsibilities:

- Define and manage the project activities of various business management project teams, including front-end team organization, assistance in providing methodology and general project approach concepts, mid-term and final project reviews, overall management of the cost, schedule, and technical competency of multiple projects
- Manages, allocates, and prioritizes resources for simultaneous projects.

### Education:

- MA/MS in Business, Engineering, Operations Research, or related field

### Experience:

- 10+ years of business or systems analysis, operations research or engineering, or cost, budget, schedule analysis experience. Five years experience in a management position.

### Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

### Required Certifications/Clearances:

- None

## **FUNCTIONAL ANALYST - LEVEL I**

### Duties/Responsibilities

- Provides requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

### Education

- BS/BA or equivalent experience

### Experience

- At least two (2) years experience in technical leadership or management assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program

Support, etc.), or independently perform complex tasks

- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

Minimum Training

- Not Applicable

Required Certifications/Clearances

- None

## **FUNCTIONAL ANALYST – LEVEL II**

Duties/Responsibilities

- Provides requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

Education

- BS/BA or equivalent experience

Experience

- At least four (4) years experience in technical leadership or management assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

Minimum Training

- Not Applicable

Required Certifications/Clearances

- None

## **FUNCTIONAL ANALYST – LEVEL III**

Duties/Responsibilities

- Provides requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation,

Information Security, Financial Management and Administration

- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

Education

- BS/BA or equivalent experience

Experience

- At least six (6) years experience in technical leadership or management assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently perform complex tasks
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

Minimum Training

- Not Applicable

Required Certifications/Clearances

- None

## **FUNCTIONAL ANALYST – LEVEL IV**

Duties/Responsibilities

- Provides requirements analysis in specialized discipline areas such as Procurement, Contracting, Cost, Logistics and Support, Physical Security, Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration
- Works independently or under general direction to resolve complex application problems involving all phases of systems analysis
- Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction
- Provides functional guidance on assigned tasks and supports Task team management as assigned

Education

- MS/MA/MBA or equivalent experience

Experience

- At least six (6) years experience in technical leadership or management assignments for tasks in his/her area of expertise and related areas (such as Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently perform complex tasks

- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

Minimum Training

- Not Applicable

Required Certifications/Clearances

- None

## **PROGRAM MANAGEMENT/SUBJECT MATTER EXPERT – LEVEL I**

Duties/Responsibilities:

- Provides advice and counsel to clients based on broad and proven program management or functional experience
- Performs studies and analyses, as required, to resolve complex management issues and able to resolve issues at the subject matter expert level

Education:

- Under Graduate Degree or additional relevant experience.

Experience:

- 6+ years of program/project-related experience including at least 3 years of program management or equivalent experience
- Possesses expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas. Possesses effective communication skills

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **PROGRAM MANAGEMENT/SUBJECT MATTER EXPERT – LEVEL II**

Duties/Responsibilities:

- Provides advice and counsel to senior clients based on demonstrably proven program management experience or experience in a key functional area
- Performs studies and analyses, as required, to resolve complex management issues. Able to resolve issues at the subject matter expert level

Education:

- MS or other Advanced Degree

- Completion of two or more nationally recognized management programs.

Experience:

- 8+ years of program/project-related experience including at least three years managing programs or projects and resources of comparable scope to the effort assigned.
- Possesses expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided.
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas. Possesses effective oral and written communication skills

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **PROGRAM MANAGEMENT/SUBJECT MATTER EXPERT – LEVEL III**

Duties/Responsibilities:

- Provides advice and counsel to client program managers based on demonstrably comprehensive and proven program management experience
- Performs studies and analyses, as required, to resolve complex management issues. Able to resolve issues at the subject matter expert level

Education:

- PHD, MS, other Advanced Degree or additional specialized experience
- Completion of specialized Executive or Management Courses.

Experience:

- 12+ years of program/project-related experience including at least five years managing programs and resources of comparable scope to the effort assigned
- Background includes at least 3 years working in a specialized international or multi-service enterprise environment and at least 3 years of corporate staff experience
- Possesses expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas. Possesses excellent oral and written communication skills

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education or completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **PROGRAM MANAGEMENT/SUBJECT MATTER EXPERT – LEVEL IV**

Duties/Responsibilities:

- Provides strategic and tactical advice and counsel to client senior program managers based on comprehensive and proven program management experience
- Performs studies and analyses, as required, to resolve complex management issues. Able to resolve issues at the subject matter expert level

Education:

- PHD, MS, or other Advanced Degree
- Completion of a Senior Executive or Management Courses.

Experience:

- At least 18 years of program/project-related experience including at least five years managing multiple programs and resources of comparable scope to the effort assigned
- Background includes at least 3 years working in a specialized international or multi-service enterprise environment and at least 3 years of corporate staff experience
- Possesses expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas. Possesses excellent oral and written communication skills.

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **PROGRAM MANAGEMENT/SUBJECT MATTER EXPERT – LEVEL V**

Duties/Responsibilities:

- Provides strategic and tactical advice and counsel to client senior program managers based on comprehensive and proven program management experience

- Performs studies and analyses, as required, to resolve complex management issues. Able to resolve issues at the subject matter expert level

Education:

- PHD, MS, or other Advanced Degree
- Completion of a Senior Executive or Management Courses.

Experience:

- At least 20 years of program/project-related experience including at least ten years managing multiple programs and resources of comparable scope to the effort assigned
- Background includes at least 3 years working in a specialized international or multi-service enterprise environment and at least 3 years of corporate staff experience
- Possesses expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas. Possesses excellent oral and written communication skills.

Minimum Training:

- Completion of a Senior Executive Course(s) amounting to at least one year of executive education and completion of a nationally recognized management course

Required Certifications/Clearances:

- None

## **PROGRAM/PROJECT MANAGER - LEVEL I**

Duties/Responsibilities

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

Education

- BS/BA or equivalent experience

Experience

- At least five (5) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business

officials involved in the task areas

- Possesses excellent oral and written communication skills

Minimum Training

- Not Applicable

Required Certifications/Clearances

- None; Program Management Professional certification or equivalent desired.

## **PROGRAM/PROJECT MANAGER - LEVEL II**

Duties/Responsibilities

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions to Program Manager
- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

Education

- MS/MA/MBA or equivalent experience

Experience

- At least four (4) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

Minimum Training

- Not Applicable

Required Certifications/Clearances

- None; Program Management Professional certification or equivalent desired.

## **PROGRAM/PROJECT MANAGER - LEVEL III**

Duties/Responsibilities

- Serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks
- Oversees the development of analytical and computational techniques and methodologies for problem solutions
- Identifies all task responsibilities and reports any changes or suggestions

to Program Manager

- May serve as a part of a larger team of Technical Specialists for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks

#### Education

- MS/MA/MBA or equivalent experience

#### Experience

- At least six (6) years experience managing or contributing to one or more programs from inception to deployment
- Demonstrated ability to interact effectively with technical and/or business officials involved in the task areas
- Possesses excellent oral and written communication skills

#### Minimum Training

- Not Applicable

#### Required Certifications/Clearances

- None; Program Management Professional certification or equivalent desired.

## **ORDERING INFORMATION**

**2. Maximum order.**

\$1,000,000.00 (for all SINs)

**3. Minimum order.**

\$300.00

**4. Geographic coverage (delivery area).**

Domestic and Overseas.

**5. Point(s) of production (city, county, and State or foreign country).**

P E Systems Inc. Corporate Headquarters  
10201 Fairfax Boulevard, Suite 400  
Fairfax, VA 22030

P E Systems Inc. Division Office  
5100 Springfield Street, Suite 510  
Dayton, OH 45431

P E Systems Inc. Division Office  
119 Russell Street, Suite 2  
Littleton, MA 01460

**6. Discount from list prices or statement of net price.**

Prices are "net"; basic discounts have been deducted

**7. Quantity discounts.**

For over 25,000 hours ordered, an additional 2% discount is applicable.

**8. Prompt payment terms.**

1% - 10 days, net 30 from receipt of invoice or date of acceptance,  
whichever is later.

**9a. Use of government purchase cards at or below the micro-purchase threshold.**

Government purchase cards will be accepted for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.

**9b. Use of government purchase cards above the micro-purchase threshold.**

P E Systems will accept Government purchase cards above the micro-purchase threshold of \$2,500. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

None.

**11a. Time of delivery.**

To be negotiated with ordering agency.

**11b. Expedited Delivery.**

To be negotiated with ordering agency.

**11c. Overnight and 2-day delivery.**

To be negotiated with ordering agency.

**11d. Urgent Requirements.**

To be negotiated with ordering agency.

**12. F.O.B. point(s).**

Destination

**13a. Ordering address(es).**

P E Systems, Inc.,  
10201 Fairfax Boulevard, Suite 400  
Fairfax, VA 22030

**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.

**14. Payment address(es).**

<p>For Checks:</p> <p>Wells Fargo Business Credit P.O. Box 823280 Philadelphia, PA 19182-3280</p> <p>Attn: Monica Sorrels 303-964-7448</p>	<p>For Wire Transfers:</p> <p>Wells Fargo Bank, N.A. San Francisco, CA</p> <p>ABA Routing #: 121000248 Account # 4121281877 Beneficiary: Wells Fargo Business Credit</p>
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**15. Warranty provision.**

Not applicable.

**16. Export packing charges, if applicable.**

Not applicable.

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**

None.

**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).**

Not 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. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**

Not applicable.

**24b. Section 508 Compliance**

Section 508 compliance information is available on the Electronic and Information Technology (EIT) supplies and services website. Details can be found on the EIT standards at: [www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Number System (DUNS) number.**

86-779-6989

**26. Central Contractor Registration (CCR) database.**

P E Systems Inc. is registered in the CCR database.

**27. Uncompensated Overtime.**

P E Systems Inc. does not use uncompensated overtime.