



# PROFESSIONAL SERVICES SCHEDULE (PSS) GSA SCHEDULE

FSC Group 00CORP	
Special Item No. 874-1	Integrated Consulting Services
Special Item No. 874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships
Special Item No. 874-7	Integrated Business Program Support Services

Contract Number: GS-10F-0212S

Contract Period

April 03, 2006 through April 02, 2021

Gotham Government Services

5200 Ellington Ct

Fairfax, VA 22032

[www.gothamgovernment.com](http://www.gothamgovernment.com)



CUSTOMER INFORMATION:

1a. Special Item Number(s) offered under this GSA Schedule: 874-1, 8741RC, 874-4, and 874-7, 874-7RC

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

(Orders may exceed this amount; however, this is the threshold where ordering activities may seek a price reduction.)

4. Geographic Coverage (delivery Area): Domestic and Overseas

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 Attachment.

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted at or below 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: 30 days after order or as negotiated in 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



11e. 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 company address.

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 addresses: 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): Applicable and determined on a case-by-case basis

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. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants).

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. Disaster Recovery Purchasing. ALIS has voluntarily accepted the terms of the Disaster Recovery Purchasing modification which authorizes the Administrator of General Services to provide for the use of federal supply schedules by state and local governments for the purchase of products and services to be used to facilitate recovery from major disasters, terrorism, or nuclear, biological, chemical, or radiological attacks.

26. American Recovery and Reinvestment Act: ALIS has accepted the terms and conditions of mass modification (FX75) and can accept orders under the American Recovery and Reinvestment Act (Recovery Act) of 2009, from Federal, state or local ordering activities via our GSA Schedule contract.

27. Data Universal Numbering System (DUNS) number: 16-9830200

28. Notification regarding registration in the System for Award Management (SAM) database: Registered

## **TERMS AND CONDITIONS**

Services provided under Special Item No. 874-1 and 874-7 Professional Support Services - Mission Oriented Business Integrated Services (MOBIS) apply to all Federal agencies, both civilian and Defense. The prices, terms and conditions stated here apply exclusively to MOBIS within the scope of this Schedule. ALIS shall provide services at ALIS's facility and/or at the Government location, as agreed to by ALIS and the ordering office. "On-site" pricing schedules reflect work to be performed at ALIS's facilities; "off-site" pricing reflects work performed at customer locations. An adjusted rate is required for services to be performed in the geographic areas of Hawaii, Alaska and the Commonwealth of Puerto Rico.

## **ORDERING PROCEDURES**

1. GSA has determined that the rates for PSS - MOBIS contained in this price list are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm fixed price or ceiling price is fair and reasonable.

2. When ordering PSS -MOBIS, ordering offices shall prepare a Request for Proposal (RFP). The ordering office shall:

Prepare an RFP that includes the performance based Prepare a performance-based Statement of Work (SOW) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (security clearances, travel, special knowledge, etc.).

Prepare an RFP that includes the performance-based SOW and requests ALIS to submit either a firm fixed price or a ceiling price to provide the services outlined in the SOW. A firm fixed-price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence.



When such a determination is made, a labor-hour or time and materials proposal may be requested. The firm fixed price shall be based on the hourly rates in the Schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the SOW. The firm fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel Regulations or JTR. A ceiling price must be established for labor-hour and time-and-materials orders.

The RFP may request that ALIS submit, if necessary or appropriate, a project plan for performing the task and information on ALIS's experience and/or past performance performing similar tasks.

The RFP shall notify ALIS of the basis to be used for selecting the Schedule Contractor to receive the order. The notice shall include the basis for determining whether ALIS is technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to Schedule contractors who are small business concerns, the RFP shall notify ALIS that this will be the case. Also when ordering MOBIS, ordering offices shall transmit the RFP to Contractors as follows:

Based on an initial evaluation of catalogs and pricelists, the ordering office should notify ALIS that it appears to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractor locations, as appropriate).

The RFP should be sent to three contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the RFP should be provided to additional contractors who offer services that will meet the agency's needs. Ordering offices should strive to minimize ALIS's costs associated with responding to RFPs for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

After responses have been evaluated against the factors identified in the RFP, the order should be placed with Schedule Contractor who represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs. Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements (BPAs), individual purchase orders, or task orders for ordering services under this contract. 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.

3. Establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted (FAR 8.404) when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts.



When establishing BPAs, ordering offices shall inform contractors in the RFP (based on the agency's requirement) whether a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the Schedule Contractor to be awarded the BPAs.

**Single BPA.** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The Schedule Contractor who represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

**Multiple BPAs.** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in 2.1.2 above, and then place the order with the Schedule Contractor who represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

Ordering offices shall also review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

BPAs shall not extend beyond the end of the contract period; all services and deliveries shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include Federal Acquisition Regulation (FAR) 52.232-19 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.

4. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm fixed price or ceiling price.

5. When the ordering office's requirement involves both products as well as MOBIS, the ordering office should total the prices for the products and the firm fixed price for the services, and select the Schedule Contractor that represents the greatest value in terms of meeting the agency's total needs.

6. The ordering office should, at a minimum, document orders by identifying ALIS as the source from which the services were purchased, and listing the services purchased and the amount paid. If other than a firm fixed-price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule Contractors' proposals that formed the basis for selecting the Schedule Contractor that received the order and the rationale for any trade-offs made in making the selection.



## Labor Categories and Educational/Experience Requirements

### 1. Subject Matter Expert I:

**Experience:** Must have at least 20 years of experience. Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, and risk mitigation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.

### 2. Subject Matter Expert II:

**Experience:** Must have at least 15 years of experience. Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, and risk mitigation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.

### 3. Subject Matter Expert III:

**Experience:** Must have at least 10 years of experience. Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, and risk mitigation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.



#### 4. Program Manager:

**Experience:** Must have at least 8 years of experience in general program management.

**Duties:** Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control and program schedules.

**Education:** Bachelors degree or equivalent experience.

#### 5. Project Manager

**Experience:** Must have at least 6 years of experience in general project management.

**Duties:** Directs, coordinates and exercises supervisory authority for planning, organizing, controlling, integrating and completing projects. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control and program schedules.

**Education:** Bachelors degree or equivalent experience.

#### 6. Senior Analyst I:

**Experience:** Must have at least 15 years of experience. Possesses a high-level of specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.





## 7. Senior Analyst II

**Experience:** Must have at least 12 years of experience. Possesses a high-level of specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations

**Education:** Masters degree or equivalent experience.

## 8. Senior Analyst III

**Experience:** Must have at least 10 years of experience. Possesses a high-level of specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.

## 9. Analyst I

**Experience:** Must have at least 10 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Bachelors degree or equivalent experience



## 10. Analyst II

**Experience:** Must have at least 8 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Bachelors degree or equivalent experience

## 11. Analyst III

**Experience:** Must have at least 6 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Bachelors degree or equivalent experience

## 12. Analyst IV

**Experience:** Must have at least 5 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Bachelors degree or equivalent experience



### 13. Analyst V

**Experience:** Must have at least 2 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Supports concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Associates degree or equivalent experience

### 14. Senior Systems Analyst

**Experience:** Must have at least 6 years of experience in general systems analysis.

**Duties:** Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of complex systems engineering, systems technology, support systems, program management, management or other related programs.

**Education:** Bachelors degree or equivalent experience.

### 15. Systems Analyst

**Experience:** Must have at least 4 years of experience in general systems analysis.

**Duties:** Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of moderately complex systems engineering, systems technology, support systems, program management, management or other related programs.

**Education:** Bachelors degree or equivalent experience.

### 16. Technical Editor

**Experience:** Must have at least 6 years of experience writing and editing for technical disciplines.

**Duties:** Develops and edits material for reports, manuals, briefs, instruction manuals, catalogs, training material, and other technical publications. Reviews journals, reports and similar material to become familiar with product or process terminology.

**Education:** Bachelors degree or equivalent experience



### 17. Senior Support Specialist

**Experience:** Must have at least 8 years experience with experiences and techniques associated with administrative tasks to include administration; word processing; security; supply and time sheet control; travel; data entry; accounting; document control and clerical functions. Also provides technical administrative support to include logistics, quality control, and configuration control.

**Duties:** Liaison for the staff when they are out of the office, and coordinates getting information/messages to them in a timely manner. Assists in preparing management plans, reports, and deliverables. Coordinates schedules to facilitate completion of tasks, training sessions, deliverables, Work Request reviews, briefings, electronic meetings, and surveys. May give guidance and direction to other support staff. Must have demonstrated experience in providing administrative support in areas of office management, briefing and deliverable preparation, scheduling, and meeting coordination.

**Education:** Associate degree or equivalent experience

### 17. Support Specialist

**Experience:** Must have at least 4 years experience with experiences and techniques associated with administrative tasks to include administration; word processing; security; supply and time sheet control; travel; data entry; accounting; document control and clerical functions. Also provides technical administrative support to include logistics, quality control, and configuration control.

**Duties:** Must be able to use software packages such as MS Word, Excel, PowerPoint, and electronic mail effectively. Must have demonstrated experience in providing administrative support in areas of office management, briefing and deliverable preparation, scheduling, meeting coordination, and copier and fax equipment use.

**Education:** Associate degree or equivalent experience

### 18. Training Specialist

**Experience:** Must have at least 5 years experience in course instruction/development. This individual should possess the ability to give training analysis on new training areas.

**Duties:** Must be able to prepare course and training objectives, outlines, instruction and student guides, and perform training with audio-visual aids. Must provide training for other instructors as well as operators and course maintenance personnel.

**Education:** Bachelor's Degree in the training and /or human sciences fields.



Below is the hourly pricing for 874-1, 874-1RC, 874-4, 874-7 and 874-7RC

Pricing Tables

Labor Category	Commercial Rates	Contractor Site	Government Site*
		April 3, 2011 - April 2, 2021	April 3, 2011 - April 2, 2021
Subject Matter Expert 1	\$304.59	\$279.68	\$233.52
Subject Matter Expert II	\$208.03	\$191.38	\$156.25
Subject Matter Expert III	\$181.63	\$157.89	\$126.39
Program Manager	\$141.33	\$130.02	\$104.09
Project Manager	\$134.74	\$129.47	\$96.77
Senior Analyst I	\$158.04	\$134.65	\$110.20
Senior Analyst II	\$153.59	\$142.21	\$104.74
Senior Analyst III	\$144.31	\$133.62	\$99.87
Analyst I	\$158.04	\$120.76	\$93.72
Analyst II	\$153.59	\$111.48	\$82.70
Analyst III	\$144.31	\$106.03	\$78.08
Analyst IV	\$158.04	\$82.05	\$62.63
Analyst V	\$99.37	\$68.04	\$53.76
Senior Systems Analyst	\$141.75	\$127.57	\$104.40
Systems Analyst	\$127.56	\$116.31	\$86.28
Technical Editor	\$116.85	\$106.31	\$78.29
Senior Support Specialist	\$69.06	\$63.75	\$52.16
Support Specialist	\$52.19	\$48.32	\$39.54
Training Specialist	\$140.46	\$126.41	\$103.45
See Note Below:			

\*Government site labor rates are provided based upon the assumption that the government provides suitable office facilities and related equipment (e.g., telephone, copier, parking, furniture, desktop computer, and other standard equipment and office supplies) for a period of no less than ninety (90) continuous calendar days at a government site. ALIS's government site labor rates are offered as long as these, or similar facilities are provided on a continuing basis throughout the task period. Use of the government site labor rates requires sufficient tasking to perform assignments on a full-time basis at these work sites. If this assumption is not met, then contractor site rates apply.



<b>SCA MATRIX</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Administrative Assistant	01020 – Administrative Assistant	05-2103
Systems Analyst	14102 – Computer Systems Analyst II	05-2103
Senior Systems Analyst	14103 – Computer Systems Analyst III	05-2103

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 matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.