



**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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>

**SCHEDULE TITLE:** Federal Supply Schedule 00CORP – The Professional Services Schedule (PSS)

**SPECIAL ITEM NUMBER:**

874 1 Integrated Consulting Services  
874 1RC Integrated Consulting Services

**CONTRACT NUMBER:** 47QRAA19D002J

**CONTRACT PERIOD:** December 20<sup>th</sup>, 2018 through December 19<sup>th</sup>, 2023

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at [www.gsa.gov](http://www.gsa.gov)

**CONTRACTOR:** **PSRI Technologies, LLC**  
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**CONTRACTOR'S ADMINISTRATION SOURCE:** Natasha Conley  
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**BUSINESS SIZE:** Small Business, Woman Owned, Minority Owned

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<b>SIN</b>	<b>Description</b>
<b>874 1</b>	Integrated Consulting Services
<b>874 1RC</b>	Integrated Consulting Services

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**

(Government net price based on a unit of one)

<b>SIN</b>	<b>Model</b>	<b>Price</b>
<b>874 1</b>	Q & A Editor	\$99.17

**2. MAXIMUM ORDER:** 874 1 \$1,000,000

**3. MINIMUM ORDER:** \$100

**4. GEOGRAPHIC COVERAGE:** 48 States, DC

**5. POINT(S) OF PRODUCTION:** USA

**6. DISCOUNT FROM LIST PRICES:** 3.5% - 5.50%. Prices shown on GSA Advantage are net discounted prices.

**7. QUANTITY DISCOUNT(S):**

\$50,000.00 to \$100,000.00, 1.0%

\$100,001.00 to \$250,000.00, 1.5%

\$250,001.00 to \$500,000.00, 2.0%

\$500,001.00 to \$1,000,000.00, 3.0%

1,000,001.00 and up Additional 0.5%

**8. PROMPT PAYMENT TERMS:** Net 30 Days.

**9a Government Purchase Cards are accepted at or below the micro-purchase threshold.**

**9b Government Purchase Cards are accepted above the micro-purchase threshold.**

**10. FOREIGN ITEMS:** None

**11a. TIME OF DELIVERY:** 14 DARO

**11b. EXPEDITED DELIVERY:** None

**11c. OVERNIGHT AND 2-DAY DELIVERY:** None

**11d. URGENT REQUIRMENTS:** None

12. **FOB POINT:** Destination to 48 States, DC
- 13a. **ORDERING ADDRESS:** Same as Contractor's address.
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:** Same as Contractor's address.
15. **WARRANTY PROVISION:** Standard Commercial Manufacturer Warranty.
- 15a. **RETURN/RESTOCKING POLICY:** All returns must be authorized. Vendor will provide a Return Goods Authorization (RGA) to the customer agency. Restocking fee of 20% applies.
16. **EXPORT PACKING CHARGES:** Not applicable.
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Accepted at, below and above the micro-purchase level
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 AVAILABLE):** 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):** N/A
- 24b. **Section 508 Compliance for electronic and information technology (EIT):** as applicable
25. **DUNS NUMBER:** 614151285
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database. CAGE Code 493S5

## AWARD PRICE LIST

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Minimum Education	Minimum Years of Experience (cannot be a range)	Unit of Issue (e.g. Hour, Task, Sq Ft)	Price Offered to GSA (including IFF)
874 1	Executive Coach I	BS	3	Hour	\$193.49
874 1	Executive Coach II	MS	5	Hour	\$267.38
874 1	Executive Coach III	PhD	7	Hour	\$315.99
874 1	Course Developer/Instructor	BS	2	Hour	\$105.01
874 1	Training Project Manager	BS	5	Hour	\$131.26
874 1	Training Consultant	MS	5	Hour	\$140.98
874 1	Q & A Editor	BS	2	Hour	\$99.17
874 1	Technical Editor	BS	4	Hour	\$130.44
874 1	Senior Technical Editor	BS	7	Hour	\$157.10
874 1	Strategist/Writer	BS	7	Hour	\$124.45
874 1	Subject Matter Expert	BS	10	Hour	\$333.25

## AWARDED LABOR CATEGORY DESCRIPTIONS

**Position: Q & A Editor**

### **Job Description**

Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.

Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.

Allocate print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles.

Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.

Verify facts, dates, and statistics, using standard reference sources.

Review and approve proofs submitted by composing room prior to publication production.

Develop story or content ideas, considering reader or audience appeal.

Oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.

Confer with management and editorial staff members regarding placement and emphasis of developing news stories.

Assign topics, events and stories to individual writers or reports for coverage.

A BS degree and two years of experience is required

**Position: Strategist/Writer**

**Job Description**

Interacts and confers with client frequently regarding specific work efforts, including seeking regular feedback and input from client on deliverables.

Demonstrates superior ability to develop, write, and edit copy for a variety of communication vehicles including Web.

Displays outstanding understanding of the integration of words, images, and functionality across a broad spectrum of marketing and communications materials.

Shows knowledge of a variety of advertising, public relations, and marketing communication concepts, practices and procedures.

Has the ability to conduct research, interview, and offer creative marketing ideas.

Possesses strong computer skills; fluent in Word and Power Point.

Contains a strong desire and ability to work creatively and analytically with an attention to detail.

Communicates information and ideas in speaking and writing so others will understand.

A BS degree and 7 years of experience is required

**Position: Technical Editor**

**Job Description**

Design and develop deliverables per client or internal needs and expectations and present potential concepts.

Develop and/or edit written communications in support of Requests for Proposals, Quotes, White Papers, Marketing Materials and others as assigned.

Communicate with managers throughout the life of the project, informing them of progress.

Balance and prioritize project work to ensure critical items are addressed.

Ensure high quality deliverables are produced while working within budget and meeting deadlines.

Work closely with other departments or clients to gather requirements and/or knowledge needed to develop accurate written materials.

Able to synthesize and smooth content from many authors into one concise document.

A BS degree and 4 years of experience is required

**Position: Senior Technical Editor**

### **Job Description**

Design and develop deliverables per client or internal needs and expectations and present potential concepts.

Develop and/or edit written communications in support of Requests for Proposals, Quotes, White Papers, Marketing Materials and others as assigned.

Communicate with managers throughout the life of the project, informing them of progress.

Balance and prioritize project work to ensure critical items are addressed.

Ensure high quality deliverables are produced while working within budget and meeting deadlines.

Work closely with other departments or clients to gather requirements and/or knowledge needed to develop accurate written materials.

Able to synthesize and smooth content from many authors into one concise document.

Manage small projects as needed, may serve as team lead on special projects.

A BS degree and 7 years of experience is required

**Position: Course Writer/Instructor**

### **Job Description**

Develop and conduct both one-on-one and small group training sessions.

Coordinate training program logistics (pre and post training).

Formulate teaching outline and determine client-specific instructional methods such as individual training, group instruction, lecturers, demonstrations, conferences, meeting, and workshops.

Coordinate training schedule based on internal and external client needs.

Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.

Administer testing to trainees to measure progress and to evaluate effectiveness of training.

Develop strong relationships with external clients to develop course materials and receive feedback.

A BS degree and 2 years of experience is required

**Position: Training Project Manager**

**Job Description**

Leads training project(s) to ensure project is delivered on schedule and within budget, while satisfying requirements and specifications within project scope.

Assemble and direct project team, assign individual responsibilities, identify appropriate project resources, and provide guidance and direction to project team members.

Ensure the appropriateness, quality, and timeliness of all aspects project.

Prepare and present project plans and status reports to organizational leadership, project teams and client/customer groups.

Design, plan, organize, or direct orientation and training programs for employees or customers.

Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.

Monitor, evaluate, or record training activities and program effectiveness.

Develop alternative training methods if expected improvements are not seen.

Evaluate training materials prepared by instructors, such as outlines, text, or handouts.

Evaluate modes of training delivery, such as in-person or virtual to optimize training effectiveness, training costs, or environmental impacts.

May manage a small project team.

A BS degree and 5 years of experience is required



**Position: Training Consultant**

**Job Description**

Partner with/provide support to Training Manager and instructors on various training initiatives.

Develop both one-on-one and small group training sessions.

Formulate teaching outline and determine client-specific instructional methods such as individual training, group instruction, lecturers, demonstrations, conferences, meeting, and workshops.

Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.

Administer testing to trainees to measure progress and to evaluate effectiveness of training.

Plan, direct, coordinate, and report project management activities to accomplish goals of project in accordance with the project management methodologies, policies and standards.

Ensure the appropriateness, quality, and timeliness of all aspects project.

Prepare and present training project plans and status reports to organizational leadership, project teams, and client/customer groups.

Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.

Design, plan, organize, or direct orientation and training programs for employees or customers.

A MS degree and 5 years of experience is required

**Position: Subject Matter Expert**

**Job Description**

Provide subject matter expertise (e.g., insights, thought leadership, practical application, and historical context) in assigned topic area.

Provide direction and consultation to project on related field/subject of expertise.

Prepare recommendations/guidance on tools, resources, processes, and procedures.

Provide leadership and direction to fellow team members working on the same project.

May be assigned instructional/training duties in related area of expertise.

A BS degree and 10 years of experience is required

## **Executive Coach I**

Provide organizational troubleshooting and problem resolution for leadership, motivation and productivity problems. They recommend a course of action for troubled organizations to begin process and improvement actions. Plan for, administer, implement and debrief 360 feedback evaluations for organizational leaders. Provide one-on-one management coaching to organizational leaders to enhance their effectiveness in leading employees.

The core responsibilities of an executive coach involve meeting with clients, clarifying their specific objectives and developing a strategy that will help their clients achieve those goals.

A BS degree and 3 years of experience is required

## **Executive Coach II**

Provide organizational troubleshooting and problem resolution for leadership, motivation and productivity problems. They recommend a course of action for troubled organizations to begin process and improvement actions. Plan for, administer, implement and debrief 360 feedback evaluations for organizational leaders. Provide one-on-one management coaching to organizational leaders to enhance their effectiveness in leading employees.

Provide time management, task organizational, stress management, and project deliverable restructure. Works with client to adjust daily operations to increase productivity.

The core responsibilities of an executive coach involve meeting with clients, clarifying their specific objectives and developing a strategy that will help their clients achieve those goals.

A MS degree and 5 years of experience is required

## **Executive Coach III**

Provide time management, task organizational, stress management, and project deliverable restructure. Works with client to adjust daily operations to increase productivity.

Reviews and approves all change requests submitted by assigned executive coaches. Work with senior management clients to review all task and change management requests for insight regarding productivity enhancements.

The core responsibilities of an executive coach involve meeting with clients, clarifying their specific objectives and developing a strategy that will help their clients achieve those goals.

A PhD degree and 7 years of experience is required