



**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 738 X – Human Capital Management and Administrative Support Services

SPECIAL ITEM NUMBER:

595 11 ADMINISTRATIVE SUPPORT SERVICES

CONTRACT NUMBER: 47QREA19D000X

CONTRACT PERIOD: July 29th, 2019 through July 28th, 2024

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at www.gsa.gov

CONTRACTOR: **PSRI Technologies, LLC**
113 Eastland Dr Ste 100
Jefferson City, MO 65101-3870
Phone: (573) 632-2248
E-Mail: nconley@psritech.com

CONTRACTOR'S ADMIN SOURCE: Natasha Conley
Phone: (573) 632-2248
E-Mail: nconley@psritech.com

BUSINESS SIZE: Small Business, Woman Owned, Minority Owned, Veteran Owned

CUSTOMER INFORMATION:

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

SIN	Description
595 11	ADMINISTRATIVE SUPPORT SERVICES

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

SIN	Model	Price
595 11	Test Examiner/Proctor	\$23.00

2. MAXIMUM ORDER: 595 11 \$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%. Prices shown on GSA Advantage are net discounted prices.

7. QUANTITY DISCOUNT(S):

- 2.00% off all orders are at or above \$50,000
- 2.15% off for all orders are at or above \$100,000
- 2.25% off for all orders are at or above \$150,000
- 2.50% off for all orders are at or above \$200,000
- 2.75% off all orders are at or above \$250,000
- 3.00% off for all orders are at or above \$300,000
- 3.75% off for all orders are at or above \$350,000

8. PROMPT PAYMENT TERMS:

Discount1 : 0.50 % if Payment is made within 10 days
Discount2 : 0.25 % if Payment is made within 20 days
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: 7 DARO

- 11b. **EXPEDITED DELIVERY:** Contact the Contractor for rates.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact the Contractor for rates.
- 11d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** Destination
- 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.
- 15a. **WARRANTY PROVISION:** None
- 15b. **RETURN/RESTOCKING POLICY:** None
- 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. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE OFFERED TO GSA (including IFF)
595 11	Accounting Clerk I	HS	3	Hour	\$24.16
595 11	Accounting Clerk II	HS	5	Hour	\$26.59
595 11	Audit Clerk	HS	3	Hour	\$27.39
595 11	Contracting Technician I	HS	2	Hour	\$43.28
595 11	Contracting Technician II	HS	4	Hour	\$51.63
595 11	Support Technician 1	HS	3	Hour	\$53.00
595 11	Support Technician II	AS	5	Hour	\$65.58
595 11	Test Examiner/Proctor	HS	2	Hour	\$23.00
595 11	Program Analyst	HS	2	Hour	\$60.99
595 11	Researcher 1	BA/BS	2	Hour	\$80.97
595 11	Researcher 2	MA/MS	3	Hour	\$158.76
595 11	Researcher 3	PhD	4	Hour	\$236.54
595 11	Technical Writer I	HS	2	Hour	\$40.09
595 11	Technical Writer II	HS	4	Hour	\$48.00
595 11	QA/QC Inspector	HS	2	Hour	\$61.88

Labor Category Descriptions

ACCOUNTING CLERK I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Requires a high school diploma or its equivalent with 3 years of experience in the field or a related area.

ACCOUNTING CLERK II

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.

AUDIT CLERK

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Requires a high school diploma or its equivalent with 3 years of experience in the field or a related area.

TEST EXAMINER/PROCTOR

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Requires a high school diploma or its equivalent with 2 years of experience in the field or a related area.

SUPPORT TECHNICIAN I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Requires a high school diploma or its equivalent with 3 years of experience in the field or a related area.

SUPPORT TECHNICIAN II

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.

RESEARCHER 1

Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Requires a BA/BS or its equivalent with 2 years of experience in the field or a related area.

RESEARCHER 2

Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.
- Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.
- Work requires knowledge of specialized, technical, or scientific terminology.

Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

Requires a MA/MS or its equivalent with 3 years of experience in the field or a related area.

RESEARCHER 3

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems

Requires a PhD or its equivalent with 4 years of experience in the field or a related area.

QA/QC Inspector

Reviewing project specifications, drawings and Quality Control plans and procedures. Ensure, whenever necessary, the update of site quality control plans / control procedures. Preparation of the Inspection Test Plan for the scope of work and have it approved by the client. Supervise and witness inspections, check reports and documentation and collect and file the required Quality Records. Ensure that all sites activities are carried out according to reference documentation for parts of the plant within his area of responsibility, authorizing their acceptance at quality control completion. Cooperate and implementation of relative corrective actions, NCRs, FCNs etc,. Systematically records the nonconformity or event reports issued and identify appropriate corrective actions. Manage collaboration of measurement instruments and related certifications.

Requires a high school diploma or its equivalent with 2 years of experience in the field or a related area.

PROGRAM ANALYST

Responsible for the development, analysis and daily maintenance of current and future project programs. Responsible for providing, coordinating and advising clients on a variety of management, analysis, and administrative functions essential to the direction and efficient operation of the agency. Prepares updates, provides information and justify the study, evaluation and/or assistance needed to assist clients with coordinating through federal agency assistance, mobilization and de-mobilization readiness. Develops and maintains project data and case management evaluation in a variety of management information databases. Coordinates duties with management, discussing changes affecting the staff and activities and with management, address issues, resolve problems and provide recommendations for improving processes and ensuring reintegration of personnel is appropriately handled. Assigns work to administrative support personnel. Provides advice and assistance to management on the processes and procedures of the project/case management system; as well as other productivity measurement and improvement programs. Should possess eight (8) years' experience, of which at least four (4) years must be specialized. Specialized experience includes: project development from inception to deployment, non-clinical case management of service members returning from various operations, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.

Requires a high school diploma or its equivalent with 2 years of experience in the field or a related area.

TECHNICAL WRITER I

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail.

Requires a high school diploma or its equivalent with 2 years of experience in the field or a related area.

TECHNICAL WRITER II

Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

Requires a high school diploma or its equivalent with 4 years of experience in the field or a related area.

CONTRACTING TECHNICIAN I

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Requires a high school diploma or its equivalent with 2 years of experience in the field or a related area.

CONTRACTING TECHNICIAN II

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:

Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Requires a high school diploma or its equivalent with 4 years of experience in the field or a related area.