



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
Federal Supply Group 874
Class R499
Mission Oriented Business Integrated Services (MOBIS)**

SPECIAL ITEM NO. 874-1 Consulting Services
SPECIAL ITEM NO. 874-1RC Consulting Services, Recovery Purchase

Professional Project Services, Inc. (Pro2Serve)—your premier provider of choice for technical and professional services and solutions through studies, and analyses focusing on planning and design, advanced systems and security, operations and maintenance, process and production improvement.

Contract Number: GS-10F-0307T

Contract Period: July 19, 2007 through July 18, 2012

FOR INFORMATION CONTACT:

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Oak Ridge, Tennessee 37830-7187

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Pro2Serve GSA Price Lists On The Web: <http://www.p2s.com>

Pro2Serve Business Size: Large Business

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is:
GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click the FSS Schedules button at fss.gsa.gov.



TABLE OF CONTENTS

I.	CUSTOMER INFORMATION.....	1
	1. Awarded Special Item Number (SIN).....	1
	2. Maximum Order.....	1
	3. Minimum Order Amount	1
	4. Geographic Coverage	1
	5. Points of Production	1
	6. Discount from List Prices.....	2
	7. Quantity Discounts	2
	8. Prompt Payment Terms.....	2
	9. Government Purchase Card(s) Accepted	2
	10. Foreign Items	2
	11. Deliveries	2
	12. FOB Points.....	3
	13. a. Ordering Address	3
	13. b. Ordering Procedures	3
	14. Payment Address	3
	15. Warranty Provisions	3
	16. Export Packing Charges.....	3
	17. Terms and Conditions of Government Credit Card Acceptance.....	4
	18. Terms and Conditions of Rental, Maintenance, and Repair	4
	19. Terms and Conditions of Installation.....	4
	20. Terms and Conditions of Repair Parts	4
	20. a. Terms and Conditions of Any Other Service	4
	21. List of Service Distribution Points	4
	22. List of Participating Dealers	4
	23. Preventative Maintenance	4
	24. a. Special Attributes.....	4
	24. b. Section 508 Compliance (Electronic and Information Technology (EIT) Supplies and Services.....	4
	25. Data Universal Numbering System (DUNS).....	4
	26. Central Contractor Registration (CCR) Database Registration	5
	27. Uncompensated Overtime	5
	28. Security Requirements	5



II. PROFESSIONAL PROJECT SERVICES OVERVIEW6

III. PRICE LIST9

IV. LABOR CATEGORIES AND POSITION DESCRIPTIONS10

I. CUSTOMER INFORMATION

1. a. Awarded Special Item Number (SIN)

SIN 874-1 Consulting Services
SIN 874-RC Consulting Services, Recovery Purchase

A description of items offered under this schedule is at Section II, Summary of MOBIS Services, page 6. Section III, page 9, is the Price List for services offered under this Contract.

b. Lowest Priced Model Number: Not Applicable

c. Pro2Serve uses commercial job titles for employees who perform services. Descriptions of experience, functional responsibility and education for employees who will perform services are in Section IV, Labor Categories and Position Descriptions.

2. Maximum Order

The maximum order amount is \$1,000,000

3. Minimum Order Amount

The minimum order amount is \$300.

4. Geographic Coverage

Worldwide

5. Points of Production

As required to efficiently support the client:

Oak Ridge, TN (Corporate Office)*:
Professional Project Services, Inc.
1100 Bethel Valley Road
Oak Ridge, TN 37830

Amarillo, TX
500 S. Taylor, Suite 908K, LB263
Amarillo, TX 79101

Grand Junction, CO
Moab UMTRA TAC Team
200 Grand Ave., Suite 202
Grand Junction, CO 81501



Las Vegas, NV
501 Atlas Drive
NSF Bldg, MS-505, Rm B110
North Las Vegas, NV 89030

Los Alamos, NM
Professional Project Services, Inc.
1615 Central Ave, Suite 200
Los Alamos, NM 87544

Portsmouth, OH
3930 US RT 23 South
Bldg X-3000
Piketon, Oh 45661

* The business practices and operations of Pro2Serve are certified and registered as operating a quality management system that is compliant with the requirements of BS EN ISO 9001:2000 by the British Standards Institution, Inc.

6. Discount from List Prices

All prices are Government Net prices (discounts already deducted).

7. Quantity Discounts

Pro2Serve may offer discounts to the rates shown in the Schedule for orders larger than the maximum order amount.

8. Prompt Payment Terms

Net 30 days

9. Government Purchase Card(s) Accepted

- a. Pro2Serve accepts Government Purchase Cards at or below the micro-purchase level.
- b. Government Purchase Cards will be acceptable for payment above the micro-purchase.

10. Foreign Items

None

11. Deliveries

- a. Time of Delivery: Specified on the Task Order.
- b. Expedited Delivery: Items available for expedited delivery are noted in this price list.



c. Overnight and 2-Day Delivery: Overnight and 2-day deliveries may be available. Schedule customers may contact Susan Starr (Telephone: (865) 220-4377; Fax: (865) 220-4441; e-mail: starrs@p2s.com) for information and rates.

d. Urgent Requirements: The coordination point for urgent requirements under this schedule is Susan Starr (Telephone: (865) 220-4377; Fax: (865) 220-4441; e-mail: starrs@p2s.com).

12. FOB Points

Destination

13. a. Ordering Address

Professional Project Services, Inc.
Attention: Susan Starr
1100 Bethel Valley Road
Oak Ridge, Tennessee 37830

13. b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Procedures (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address

Professional Project Services, Inc.
Attention: Accounts Receivable
1100 Bethel Valley Road
Oak Ridge, Tennessee 37830

Professional Project Services, Inc. prefers payment by electronic funds transfer (ETF). Information regarding ETF is available through the Central Contractor Registration web site (www.ccr.gov).

15. Warranty Provisions

Pro2Serve will correct any error or omission in services at no additional expense to the client to the extent that such error or omission is caused by Pro2Serve's negligent performance of the Work. Pro2Serve represents that the Services provided under this contract will be performed to the level of care ordinarily used by other competent engineers, consultants, and service providers performing similar services in the same geographical area, and that any items delivered will be merchantable and fit for the particular purpose described in the order. No other representation, guarantee, or expressed or implied warranty is intended in or by this contract. Pro2Serve will not be liable to the Government for indirect or consequential damages resulting from any defects or deficiencies in accepted items.

16. Export Packing Charges

Not Applicable

17. Terms and Conditions of Government Credit Card Acceptance

- a. Pro2Serve accepts VISA Government Purchase Cards.
- b. Pro2Serve does not offer a discount for the use of a Government purchase card.
- c. Contact P2S Contracts Administrator at 865-220-4377 for use of Government Purchase Cards.

18. Terms and Conditions of Rental, Maintenance, and Repair

Not Applicable

19. Terms and Conditions of Installation

Not Applicable

20. Terms and Conditions of Repair Parts

Not Applicable

20. a. Terms and Conditions of Any Other Service

Not Applicable

21. List of Service Distribution Points

Not Applicable

22. List of Participating Dealers

Not Applicable

23. Preventative Maintenance

Not Applicable

24. a. Special Attributes

In providing its services, Pro2Serve supports recycling and the use of recycled-content items, and promotes energy efficiency.

24. b. Section 508 Compliance (Electronic and Information Technology (EIT) Supplies and Services

Not Applicable

25. Data Universal Numbering System (DUNS)



95-619-4690

26. Central Contractor Registration (CCR) Database Registration

Pro2Serve is registered in the CCR Database.

27. Uncompensated Overtime

Pro2Serve does not use uncompensated overtime.

28. Security Requirements

Pro2Serve accepts orders containing security requirements. Many Pro2Serve employees hold security clearances, and the Pro2Serve facility in Oak Ridge, TN, is a cleared facility.

II. PROFESSIONAL PROJECT SERVICES OVERVIEW

Founded in 1996, Pro2Serve has distinguished itself within the national security industry through its extensive, long-term involvement at every nuclear weapons laboratory and production plant and its real-world experience and in-depth knowledge of every current nuclear weapons system. Pro2Serve's highly skilled professionals maintain extensive prior industry experience, many having successfully completed a wide variety of tasks and projects associated with the research, development, and production operations that were instrumental in winning the Cold War. The Company's engineers, scientists, consultants and technical staff are experienced in all major phases of nuclear weapons work from specific weapons systems to manufacturing processes and product quality. They have become significant partners with the National Nuclear Security Administration (NNSA) and its Managing & Operating contractors due to their expertise and familiarity with disciplined nuclear operations.

Nuclear Weapons Manufacturing Processes, Equipment, and Facilities -

Pro2Serve provides technical professionals who have "grown up" in the Nuclear Weapons Complex and who have decades of materials and process knowledge and experience that span all facets of material science and engineering directly related to nuclear weapons material processing and manufacturing needs. Our capabilities cover every major phase of weapons manufacturing and product quality, including component product engineering, part manufacturing, product assembly, production control, quality assurance, and evaluation of stockpile aging. Our technical specialists are experienced in virtually every manufacturing and certification process used at the weapons laboratories and the production sites – they know how to successfully make parts that meet demanding weapons requirements.

Nuclear Operations - Pro2Serve's nuclear operations professionals demonstrate significant expertise in applying the rigor and formality required to assure safe and secure processing of nuclear materials. Capabilities include identification of nuclear operations issues of concern, development and oversight of comprehensive operational readiness plans, project planning and scheduling, development of preventive maintenance programs, and mentoring of nuclear operations staff.

Process Optimization - The private sector material science and manufacturing expertise and experience represented by Pro2Serve's professionals adds another dimension to the nature of Pro2Serve's support capabilities. These experts provide an avenue to best-in-class and state-of-the-art processes, techniques, and trends in commercial manufacturing technology and applications. Through application of new technology, together with techniques such as model-based manufacturing and lean manufacturing, Pro2Serve's manufacturing specialists can significantly improve the efficiency of our clients' manufacturing processes. Support activities include identification of potential product or process improvements, specification of process improvements and manufacturing capabilities required to achieve the desired objectives, facilitation of industry and government partnerships to leverage technology



investments, facilitation of research and development plans, and assistance in the deployment and achievement of operational readiness of new processes and technologies.

Technology Planning and Roadmapping - Pro2Serve offers technical professionals having exemplary experience in technology management, including development of comprehensive technology plans and roadmaps to support our clients' technology needs. Pro2Serve has developed comprehensive manufacturing technology development and deployment roadmaps and plans for Los Alamos National Laboratory and for the Y-12 National Security Complex. In addition, Pro2Serve professionals have supported NNSA Defense Nuclear Security through development of technology standards for application across the Nuclear Weapons Complex.

Dual Use Technology Assessment - With decades of experience in special nuclear materials processing and manufacturing, including highly enriched uranium, plutonium, and other special nuclear materials, Pro2Serve's technical professionals know the technologies, processes, and facilities required to make nuclear weapons. We offer superior ability to assess production facilities and technologies for dual use and weapons of mass destruction capabilities.

Pro2Serve provides consulting services in support of the Department of Energy, the National Nuclear Security Administration, and other national security programs across the entire range of capabilities described above. This support includes the full range of activities described in SIN 874-1 and focus on providing expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. We routinely perform studies and analyses, and develop reports documenting any proposed developmental, consultative or implementation efforts. Our efforts are concentrated on process and productivity improvement, but also include strategic, business and action planning; high performance work; systems alignment; cycle time; performance measures and indicators; and program audits and evaluations.

Pro2Serve's integrated project management system is used to manage task order contracts ranging from small to those involving integration and control of significant subcontractor support tasks. This system has proven effective in the delivery of nearly \$100M in directly relevant work over the past five years alone. The business processes associated with this system are supported by standard operating procedures. The disciplined approach to business management embodied in these procedures has formed the basis for Pro2Serve's Quality Assurance Program (QAP) that has achieved ISO 9001:2000 registration across all four company divisions. Pro2Serve's QAP addresses all phases of work from initial planning through closeout, and fully complies with DOE O 414.1B, 10 CFR 830.120 and ASME NQA 1-2000. Pro2Serve's QAP will be applied to accomplish agency tasks using a graded approach that considers risk, safety and quality requirements, and the complexity of services required.



Pro2Serve has more than 250 professionals in four major divisions available for assignment to task orders received through the MOBIS FSS. Of these professionals, 206 have Department of Energy security clearances, facilitating their assignment to national security tasks. Pro2Serve also has a full-time professional recruiter who maintains a current data base of professional candidates, maintaining the ability to rapidly expand our professional staff when required. In addition, Pro2Serve has established contractual relationships with a number of distinguished consultants whose specialized expertise is complementary to Pro2Serve's in-house capabilities. Furthermore, Pro2Serve maintains a list of pre-qualified subcontract suppliers having specialized expertise that may be responsively acquired for work as needed.

As a project management company, Pro2Serve makes use of clearly assigned contract and task roles and responsibilities as a primary means to assure delivery of quality services. For the MOBIS FSS, Pro2Serve will assign a Program Manager (PM) who has overall responsibility for the contract and all task orders. The PM will serve as the primary customer interface, assuring that a statement of work is created for each task that clearly defines customer expectations and deliverables. The PM will also facilitate assignment of the task to a Pro2Serve Project Manager, who will have responsibility for assembling the necessary resources to successfully execute the work according to customer expectations and in compliance with Pro2Serve's ISO 9001:2000 registered QAP. After completion of each task, the PM will conduct a customer satisfaction survey as part of Pro2Serve's QAP and continuous improvement process. A Contract Administrator will be assigned to the MOBIS FSS with full responsibility for all contractual interactions with customers and with the GSA, including oversight of the Small Business Subcontracting Plan and fulfillment of all GSA reporting requirements.

III. PRICE LIST

**SIN 874-1 Consulting Services
SIN 874-7 Program Integration and Project Management Services**

Rates include 0.75% IFF

Labor Category	2007 7/19/07 - 7/18/08 Base Yr 1	2008 7/19/08 - 7/18/09 Base Yr 2	2009 7/19/09 - 7/18/10 Base Yr 3	2010 7/19/10 - 7/18/11 Base Yr 4	2011 7/19/11 - 7/18/12 Base Yr 5
Mgmt Consultant III	\$169.72	\$175.66	\$181.81	\$188.17	\$194.76
Mgmt Consultant II	\$151.74	\$157.06	\$162.55	\$168.24	\$174.13
Program Manager II	\$143.11	\$148.12	\$153.30	\$158.67	\$164.22
Sr Project Manager	\$112.24	\$116.17	\$120.23	\$124.44	\$128.80
Technical Expert II / Advisor II L2	\$147.86	\$153.04	\$158.39	\$163.94	\$169.67
Technical Expert I / Advisor I L1	\$105.54	\$109.23	\$113.06	\$117.01	\$121.11
Project Controls	\$85.30	\$88.29	\$91.38	\$94.57	\$97.88
Administrative Assistant	\$37.36	\$38.67	\$40.02	\$41.42	\$42.87

IV. LABOR CATEGORIES AND POSITION DESCRIPTIONS

Pro2Serve has an experienced professional staff available to perform services under MOBIS SIN 874-1. These seasoned professionals have consistently earned Pro2Serve exemplary ratings in clients' performance survey feedback.

Table 1 Labor Category Position Descriptions	
Position	Qualification/Functional Responsibility/Educational Requirements
Mgmt Consultant III	<ul style="list-style-type: none"> • Leads group in design of project solutions, task/scheduling review, and performance tracking. Consults with client to review and assess needs, define requirements, make recommendations for implementation, and develop solutions. Supervises administrative and technical staff. Responsible for project deliverables and all critical aspects of program management including, but not limited to, budgeting, scheduling, performance review, costing, quality control, and risk management. Works directly with client. Reports and communicates project status regularly to client and other more senior managers as required. • Position requires Master's Degree in a technical related field (engineering, physical sciences, etc.) and 20+ years previous experience progressively responsible positions, including five years in management. Previous work experience may be substituted for education requirements.
Mgmt Consultant II	<ul style="list-style-type: none"> • Leads group in design of project solutions, task/scheduling review, and performance tracking. Consults with client to review and assess needs, define requirements, make recommendations for implementation, and develop solutions. Supervises administrative and technical staff. Responsible for project deliverables and all critical aspects of program management including, but not limited to, budgeting, scheduling, performance review, costing, quality control, and risk management. Works directly with client. Reports and communicates project status regularly to client and other more senior managers as required. • Position requires Master's Degree in a technical related field (engineering, physical sciences, etc.) and 15+ years previous experience progressively responsible positions, including five years in management. Previous work experience may be substituted for education requirements.
Program Manager II	<ul style="list-style-type: none"> • 15+ years of previous project and/or program management experience • This position will maintain overall responsibility for the leadership, execution, performance, management, and completion of the various large customer programs.

**Table 1
Labor Category Position Descriptions (continued)**

Position	Qualification/Functional Responsibility/Educational Requirements
Program Manager II (continued)	<ul style="list-style-type: none"> • Manage contract support operations with no supervision, handle multiple types of mid to large-scale programs (programs typically more than \$1,000,000 in scope) involving multiple projects and personnel. Organize, direct and coordinate planning and production of all contract support activities. Demonstrates a high level of communication skills with all levels of management. Establishes and alters (as necessary) the management structure to effectively direct contract and technical support activities. Makes assignments, schedules and reviews the work of subordinates. Ensures conformance to task and contract provisions. Interprets policies, purposes, and goals of the organization for subordinates. Assists and directs subordinates in technical policy, designs and resolutions as necessary. • Specific responsibilities include the technical, schedule, and budget requirements, in accordance with the customer contract, and compliance with applicable FAR & DFAR regulations. • Bachelor degree in a related technical field.
Sr. Project Manager	<ul style="list-style-type: none"> • Working under no supervision is responsible for project and business management of a project or multiple projects including contractual requirements, development and coordination of schedules and budgets, management of direct and support staff, procurement of materials, etc. • Handles multiple types of mid to large-scale environmental, engineering and/or architectural projects (projects typically more than \$250,000 in scope). • Plans and directs highly technical projects within his/her field of expertise. Directs the completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interfaces with management personnel and produces written and oral reports. • Develops and coordinates schedules, budgets, subcontractors, etc. as needed. Ensures project has obtained approvals, permits, etc. as required by federal, state, and/or local regulations and codes and is conducted in accordance with applicable regulations and standards. • Position requires Bachelor Degree in an accepted engineering or technical discipline and typically requires 15+ years of previous project management, engineering or architecture experience. Previous project work experience may be substituted for education requirements.
Technical Expert II / Advisor II L2	<ul style="list-style-type: none"> • Work under no supervision in the performance of highly specialized technical related duties. Work typically performed requires either special training or knowledge not readily possessed in the field. Work is typically classified and may support National Security interests. • Performs various levels of specialized, one-of-a-kind, complex/non-routine technical work for customers. May work individually or lead

**Table 1
Labor Category Position Descriptions (continued)**

Position	Qualification/Functional Responsibility/Educational Requirements
	<p>project efforts as needed.</p> <ul style="list-style-type: none"> Performs various engineering functions, calculations, etc. to accomplish tasks. Develop technical reports, analyze field data, write/develop software, and review technical operations. Applies technical direction and expertise in areas that may support National Security Interests. Obtains permits, drafts work plans, develops quality plans, interprets and drafts procedures, etc. to comply with state, federal, and DOE Regulations and Orders, and other government agency orders and regulations. Position requires a Bachelor Degree in a technical, engineering, or administrative discipline and 10+ years of previous work experience. Additionally, person typically possesses a training or knowledge that is highly specialized, unique, and/or one-of-a-kind. A person without a Bachelor Degree may substitute 4 years of previous work experience for educational requirements.
<p>Technical Expert I/ Advisor I L1</p>	<ul style="list-style-type: none"> Work under no supervision in the performance of highly specialized technical related duties. Work typically performed requires either special training or knowledge not readily possessed in the field. Work is typically classified and may support National Security interests. Performs various levels of specialized, one-of-a-kind, complex/non-routine technical work for customers. May work individually or lead project efforts as needed. Performs various engineering functions, calculations, etc. to accomplish tasks. Develop technical reports, analyze field data, write/develop software, and review technical operations. Applies technical direction and expertise in areas that may support National Security Interests. Obtains permits, drafts work plans, develops quality plans, interprets and drafts procedures, etc. to comply with state, federal, and DOE Regulations and Orders, and other government agency orders and regulations. Position requires a Bachelor Degree in a technical, engineering, or administrative discipline and 8+ years of previous work experience. Additionally, person typically possesses a training or knowledge that is highly specialized, unique, and/or one-of-a-kind. A person without a Bachelor Degree may substitute 4 years of previous work experience for educational requirements.
<p>Project Controls</p>	<ul style="list-style-type: none"> Works under general supervision to provide skilled technical/accounting, project analysis and program management to ensure budget control, accurate and timely contractor payments, and document review and control. Work with the accounting, budgeting services, purchasing, administrative services, and program management team. Provide routine and specialized financial reports to various departments. Develops individual project budgets, updates budgets based on project implementation estimates, independent professional estimates, and contractor bids; examines estimates of material,

Table 1 Labor Category Position Descriptions (continued)	
Position	Qualification/Functional Responsibility/Educational Requirements
	<p>equipment services, production costs, performance requirements, and delivery schedules to ensure accuracy and completeness; reviews contractor payment applications to ensure compliance with contract terms, notifies contractor if any documents are missing or additional information is needed. Advises management of contractual rights and obligations. Coordinates/ communicates with project managers regarding project status changes that affect financials. Maintains budgets, committed contracts, and payments in designated systems and reconciles as needed with the company's accounting program</p> <ul style="list-style-type: none"> • Position typically requires a Bachelor Degree and 4-7 years of previous work experience. A person without a Bachelor Degree can substitute 4 years of previous work experience for educational requirements.
Administrative Assistant	<ul style="list-style-type: none"> • Three or more years of experience previous administrative experience. Must be familiar with general computer use, e-mail, electronic calendars, word processing applications, etc. • Works on routine and non-routine administrative duties with minimal supervision. Duties include composing and typing routine correspondence, copying and filing correspondence, answering telephone and providing information to callers or routing calls to appropriate team member. Routes incoming mail and faxes for employees and managers. Schedules appointments and coordinates itineraries. Arranges travel schedules and reservations as necessary. May work on company/client sensitive information. • High school education or GED required.