



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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 <http://www.gsaadvantage.gov>.

Professional Services Schedule (PSS)  
Federal Supply Group: CORP

Contract Number: **GS-10F-0244U**

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: **May 23, 2008 through May 22, 2023**

<p>Contractor: HeiTech Services, Inc. 8400 Corporate Drive, Suite 500 Landover, MD 20785 301-918-9500 301-459-4263 (fax) <a href="http://www.heitechservices.com">www.heitechservices.com</a> <a href="mailto:jclement@heitechservices.com">jclement@heitechservices.com</a></p>	<p>Business Size: Large, Woman Owned</p> <p>Contract Administrator: James Clement</p>
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**CUSTOMER INFORMATION:**

1. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
874-1, 874-1RC	Integrated Consulting Services	See Page 4

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage: Domestic only

5. Point of Production: Same as company address
6. Prices Shown Herein are Net (discount deducted)
7. Quantity Discount: None
8. Prompt Payment Terms: 0.20% 10 days; 0.15% 20 days; 0.10% 30 days
9. Government Purchase Cards are accepted below and above the micro-purchase threshold.
10. Foreign Items: None
11. Time of Delivery: HeiTech Services, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order.
- 11b. Expedited Delivery: Consult with Contractor
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: Destination
13. Ordering Address: Same as Contractor Address  
  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreement (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Same as Contractor Address
15. Warranty Provisions: Contractor's Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact HeiTech Services, Inc. for terms and conditions of Government Purchase Card acceptance.
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
- 20b. Terms and conditions for any other services: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
- 24b. Contact HeiTech Services, Inc. for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>

25. DUNS Number: 11-9756240

26. HeiTech Services, Inc. is registered in the System for Award Management (SAM) database.

**GSA PRICING**  
**SIN 874-1 & 874-1RC: INTEGRATED CONSULTING SERVICES**

Labor Category	GSA Final Rates*					
	5/23/17 – 5/22/18	5/23/18 – 5/22/19	5/23/19 – 5/22/20	5/23/20 – 5/22/21	5/23/21 – 5/22/22	5/23/22 – 5/22/23
<b>SIN 874-1</b>						
Project Director	\$119.75	\$122.14	\$124.58	\$127.07	\$129.62	\$132.21
Project Manager III	\$206.05	\$210.17	\$214.38	\$218.66	\$223.04	\$227.50
Project Manager II	\$172.88	\$176.33	\$179.86	\$183.46	\$187.13	\$190.87
Project Manager I	\$119.38	\$121.77	\$124.21	\$126.69	\$129.22	\$131.81
Research Associate III	\$127.93	\$130.49	\$133.09	\$135.76	\$138.47	\$141.24
Research Associate II	\$110.60	\$112.81	\$115.07	\$117.37	\$119.72	\$122.11
Research Associate I	\$101.91	\$103.94	\$106.02	\$108.14	\$110.31	\$112.51
Research Associate	\$77.11	\$78.65	\$80.23	\$81.83	\$83.47	\$85.14
Sr. Economist	\$202.04	\$206.08	\$210.20	\$214.40	\$218.69	\$223.06
Clerical	\$56.23	\$57.36	\$58.50	\$59.67	\$60.87	\$62.09

\* All rates include 0.75%  
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The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

## LABOR CATEGORY DESCRIPTIONS

### PROJECT DIRECTOR

**Minimum Experience & Education:** 10 years and a Bachelor's degree.

**Functional Responsibility:** Directs, plans, organizes, controls and manages the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Manages multiple concurrent analysis and development tasks. Serves as the Contractor's Point of Contact with the Government Contracting Officer and the Government Contracting Officer's Representative. Formulates and enforces work standards, develops schedules, reviews work discrepancies, and communicate agency policies, purposes, and goals to subordinates. Manages and controls funds and resources. Monitors the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

### PROJECT MANAGER III

**Minimum Experience & Education:** 10 years and Master's degree or 15 years and Bachelor's degree.

**Functional Responsibility:** Strategically plans and organizes resources to accomplish management , organizational, and business improvement services (MOBIS). Provides senior-level management in coordination of MOBIS efforts with agency executive and senior level managers. Provides senior-level consultant services to address complex management, organizational, and business issues to develop reinvention strategies, organizational realignments, and productivity enhancements. Provides expert policy guidance, advice, and planning. Assesses and proposes policy changes. Provides leadership in government and industry meetings, briefings, and forums to facilitate exchange of ideas and concepts. Addresses issues of concern such as downsizing, restructuring, outsourcing, and privatization. Provides facilitation services to promote total quality management and leadership.

### PROJECT MANAGER II

**Minimum Experience & Education:** 6 years and a Bachelor's degree. Certification from the Program Management Institute serves as an equivalent of 4 years of experience.

**Functional Responsibility:** Performs organizational assessments and develops plans for focusing and implementing reinvention strategies. Has experience in developing downsizing approaches and procedures. Assists in identifying candidates for outsourcing and privatization while refocusing on core mission objectives. Prepares mission and vision statements, plans, and related doctrine to guide efforts toward implementation. Coordinates efforts and provides leadership in government and industry meetings. Provides internal planning, guidance, and management structure for tracking accomplishment of work assigned.

### PROJECT MANAGER I

**Minimum General Level of Experience:** 4 years and a Bachelor's degree. Certification from the Program Management Institute serves as an equivalent of 4 years of experience.

**Functional Responsibility:** Plans and leads tasks and work efforts with limited scope. Organizes and allocates appropriate personnel and key resources to support and complete organizational and consultation services. Manages the coordination of consulting efforts with government branches or private

sector teams. Scopes and designs new tasks. Selects and coordinates with, training other adjunct or staff resources. Designs, organizes, leads benchmarking/project research efforts. Tracks tasks, report status and deliverable production. Processes documentation.

### **RESEARCH ASSOCIATE III**

**Minimum Experience & Education:** 8 years and a Bachelor's degree.

**Minimum General Level of Experience:** Research Associate III with extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, and organizational development.

**Functional Responsibility:** Provides expert advice, assistance, and guidance in support of management organizational and business improvement efforts. Performs strategic, business, and action planning efforts. Performs performance measurement analysis, process and productivity improvement analysis, and business process and acquisition planning and analysis. Performs Project Management duties and manages Sr. Research Associates, Research Associates and Analyst. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level.

### **RESEARCH ASSOCIATE II**

**Minimum Experience & Education:** 6 years and a Bachelor's degree. 3 additional years of experience may be substituted for a BS or BA degree. A Master's degree may be substituted for 3 years of experience.

**Functional Responsibility:** Provides expert advice, assistance, and guidance in support of management organizational and business improvement efforts. Performs strategic, business, and action planning efforts. Performs performance measurement analysis, process and productivity improvement analysis, and business process and acquisition planning and analysis. Performs Project Management duties and manages Sr. Research Associates, Research Associates and Analyst. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level.

### **RESEARCH ASSOCIATE I**

**Minimum Experience & Education:** 3 years and a Bachelor's. 3 additional years of experience may be substituted for a BS or BA degree. A Master's degree may be substituted for 3 years of experience.

**Functional Responsibility:** Provide expert advice, assistance, and guidance in support of management organizational and business improvement efforts. Performs strategic, business, and action planning efforts. Performs performance measurement analysis, process and productivity improvement analysis, and business process and acquisition planning and analysis. Can act as Team Lead and manage Research Associates and Analyst. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems with minimum assistance, generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the mid management level.

### **RESEARCH ASSOCIATE**

**Minimum Experience & Education:** 0 years of experience and a Bachelor's degree. 3 years of experience may be substituted for a Bachelor's degree. A Master's degree may be substituted for 3 years of experience.

**Functional Responsibility:** Assist senior staff in data collection and analysis. Assist in the preparation of reports and presentations. provides insight and advice concerning task or project strategic direction and outcomes. Contribute to the evaluation, analysis, and development of recommended solutions. Assist with resolving complex problems within a team environment.

### **SENIOR ECONOMIST**

**Minimum Experience & Education:** 15 years and a Master's degree.

**Functional Responsibility:** Plans, organizes, directs and conducts systems oriented cost estimating/training tasks in problem areas of extensive scope and complexity. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other Economist.

### **CLERICAL**

**Minimum General Level of Experience:** 0 years and HS diploma or GED.

**Functional Responsibility:** Performs basic level clerical and/or secretarial duties in support of a project or contract. May perform assignments including; filing, proofreading, compiling records, photocopying, distributing mail, taking messages, typing, entering data and operating office machines.