



GENERAL SERVICES ADMINISTRATION

Authorized Federal Supply Schedule 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 are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

CONTRACT PERIOD: Sep 13, 2016 – Sep 12, 2026



FSC Group: Professional Services

Contract number: GS-35F-500DA

CONTRACTOR:	Professional Management Enterprises, Inc. 9245 N Meridian Ste 210 Indianapolis, IN 46260
TELEPHONE	Phone: 317-541-0200
WEBSITE:	http://www.pme-indy.com
BUSINESS SIZE:	8(a), SDVOSB, SDB, SB
CONTACT:	Danny Portee
EMAIL:	dportee@pme-indy.com

Price list current as of modification PO-0010 effective Aug 24th 2021



CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	SIN Title
541214HR	Compensation and Benefits
541219	Budget and Financial Management Services
54151S	Information Technology Professional Services
OLM	Order-Level Materials

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:

- General Clerk: \$25.64

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:

LABOR CATEGORY DESCRIPTIONS

Commercial Job Title:	Senior Technical Analyst
Minimum/General Experience:	12 Years of Technical Experience
Functional Responsibility:	Provides decision support analysis services, including those tasks related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services. Applies knowledge of state-of-the-art decision support technologies and a wide variety of specialized tools to support and direct decision support tasks.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Technology, Finance or Administration



Commercial Job Title:	Technical Analyst
Minimum/General Experience:	4 Years of Technical Experience
Functional Responsibility:	Provides decision support analysis services, including those tasks related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services. Applies knowledge of state-of-the-art decision support technologies and a wide variety of specialized tools to support and direct decision support tasks.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Technology, Finance or Administration

Commercial Job Title:	Budget Analyst
Minimum/General Experience:	3 Years of Technical Experience
Functional Responsibility:	Assesses budget formulation processes and systems, and developing recommendations to improve the efficiency and effectiveness of budgetary controls and to streamline budgeting system processes, procedures and operations. Reviews program procedures and processes, schedule and cost risk analysis, to prepare, process, and implement efficient and effective budgeting systems, and advise and assist management in implementing actions.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration



Commercial Job Title:	Accounting Analyst
Minimum/General Experience:	3 Years of Technical Experience
Functional Responsibility:	Provides analysis services, including those related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services. Responsible for PCS disbursement, summary bills reconciliation, and reclassification of prior fiscal year disbursements to the appropriate fiscal year, research PCS orders or any payment vouchers for Standard Document Numbers (SDNs) not obligated, and assist in the resolution of problem obligations.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration

Commercial Job Title:	Intermediate Accountant
Minimum/General Experience:	5 Years of Technical Experience
Functional Responsibility:	This position is responsible for analyzing performance, reconciling records, comparing budget with actual and evaluating variances, and performing other routine tasks related to finance offices.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration

Commercial Job Title:	Senior Accountant
Minimum/General Experience:	8 Years of Technical Experience
Functional Responsibility:	This position is responsible for analyzing performance, reconciling records, comparing budget with actual and evaluating variances, and performing other routine tasks related to finance offices.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration



Commercial Job Title:	Team Lead – HR Assistant
Minimum/General Experience:	8 Years of Technical Experience
Functional Responsibility:	Acts as overall project manager for a large task order contract or one requiring high-level expertise usually gained as a Senior Executive in the Federal Government. Project encompasses detailed review of organizational structures, workflow processes, and/or process reengineering. Serves as the primary interface and point of contact with Government agency representatives and officials. Has full authority to manage and control all aspects of the project/task order regarding contract requirements.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration

Commercial Job Title:	HR Assistant
Minimum/General Experience:	5 Years of Technical Experience
Functional Responsibility:	Works on project under direction of a Team Lead or higher level position to support any area of federal HR. Position requires basis knowledge of tenets of federal HR with focus on areas related to the project.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration

Commercial Job Title:	HR Specialist
Minimum/General Experience:	3 Years of Technical Experience
Functional Responsibility:	Works on project involving compensation, separation, position classification and position management functions in a federal agency. Position requires working knowledge of Federal HR policies and procedures and can advise management on federal HR issues.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration



Commercial Job Title:	Payroll Specialist
Minimum/General Experience:	3 Years of Technical Experience
Functional Responsibility:	The Payroll Specialist performs general payroll and payroll related duties, including: Processing payroll for exempt and non-exempt employees; conduct payroll compliance checks; Review payroll coding; reconciliation of payroll deposits, tax withholdings, garnishments and other deductions; track and determine regular and overtime pay; screens employees hours worked for calculating or coding errors; coding to appropriate general ledger; accurately enter payroll deductions, direct deposits, 401K payments and wage garnishments; input and track PTO accruals, time off tracking; process new hire paperwork; ensure that payroll related transactions are in compliance with external and internal policies; review and process payroll adjustments; answers employee questions related to payroll matters and resolves discrepancies in a timely manner; perform other special projects as assigned
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration

Commercial Job Title:	Leave Bank Specialist
Minimum/General Experience:	5 Years of Technical Experience
Functional Responsibility:	Provides specialized support in the areas of benefits and leave administration. Works independent of supervision on routine assignments. Possesses expert level knowledge of the rules and regulations and addresses the technical requirements associated with complex problems in the area to which assigned.
Minimum Education:	Bachelors Degree in Management, Business, Accounting, Finance or Administration



Commercial Job Title:	Analyst Senior
Minimum/General Experience:	9 Years of related Technical Experience
Functional Responsibility:	Works with multiple IT departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assist IT project managers with project plan, version scopes and timelines Work with development or systems team to implement requirements related to IT projects. Can solve all problems with no supervision required. Shall supervise junior personnel.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Enterprise Architect
Minimum/General Experience:	15 Years of related Technical Experience
Functional Responsibility:	<p>Designs and develops complex business solutions using a variety of computer technologies. Independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment. Considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking.</p> <p>Applies knowledge of complex concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of technology systems hardware or software design and operation.. Evaluates and recommends optimum solutions balancing specific</p>



	project needs with economic constraints.. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Program Manager
Minimum/General Experience:	10 Years of related Technical Experience
Functional Responsibility:	Provides program management for multiple projects. Prepares project implementation plan, coordinates project activities, monitors project milestones, and provides progress reports. Responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure adherence to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, and oversees the completion of all assigned tasks Performs overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Able to manage all programs with no supervision required.
Minimum Education:	Bachelors Degree in related field



Commercial Job Title:	Project Manager
Minimum/General Experience:	7 Years of related Technical Experience
Functional Responsibility:	<p>Responsible for assisting the management of small to med-sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles.</p> <p>Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. Able to manage more complex projects with no supervision required.</p>
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Software Developer Senior
Minimum/General Experience:	9 Years of related Technical Experience
Functional Responsibility:	<p>Develops and customizes application servers and toolsets to enhance business processes, including workflow development, knowledge and data management. Research, test and report capabilities of technology products, application server and toolsets, with business analysts to map business and functional requirements.</p> <p>Develops and applies departmental and organization-wide business modernization and process improvements models for use in designing and customizing integrated, shared application</p>



	servers and knowledge and data management systems. Analyzes and resolves application software and toolset issues. Relies on experience and judgment to plan and accomplish goals. Can complete all tasks with no supervision required. Shall supervise junior personnel.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	Subject Matter Expert Senior
Minimum/General Experience:	15 Years of related Technical Experience
Functional Responsibility:	Has advanced understanding of area of expertise related to various process improvement and IT disciplines. Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the team to identify the best solution to organizational, process or technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Minimum Education:	Bachelors Degree in related field

Labor Category:	Systems Engineer Senior
Minimum Experience:	9 Years of related Technical Experience
Job Description:	(a) Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. (b) Develops integrated system test requirement, strategies, devices and systems. (c) Directs overall system level testing. Can perform all complex tasks with no supervision required. Shall perform supervisory duties over junior personnel.
Minimum Education:	Bachelors Degree in Computer Science



Commercial Job Title:	Network Engineer Senior
Minimum/General Experience:	9 Years of related Technical Experience
Functional Responsibility:	Applies extremely complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and supervises installations, transitions, and cutovers of network components and capabilities. Reviews existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies.
Minimum Education:	Bachelors Degree in Computer Science or Related Field

Labor Category:	Consultant Senior
Minimum Experience:	11 Years of related Technical Experience
Job Description:	Professional providing general IT assistance to help customers achieve a specific solution related to the organization's utilization of information technology products and services. Demonstrates exceptional oral and written communication skills.
Minimum Education:	Bachelors Degree in Computer Science

Labor Category:	Database Manager
Minimum Experience:	5 Years of related Technical Experience
Job Description:	Helps the customer manage, store, organize, retrieve, and access information. Responsible for improving the effectiveness of the database tools and services, backing up and protecting information, monitoring database performance, building new databases, monitoring data entry procedures, and performing troubleshooting.
Minimum Education:	Bachelors Degree in Computer Science



Labor Category:	Technical Writer**
Minimum Experience:	5 Years of related Technical Experience
Job Description:	Responsible for documentation design, development, and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review for IT related projects.. Works with management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. Prepares required documentation in an appropriate format. Adheres to required configuration management or quality assurance standards of associated IT projects. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Ensures that documents follow the appropriate style guide.
Minimum Education:	Bachelors Degree in Computer Science

Labor Category:	Systems Administrator Senior
Minimum Experience:	9 Years of related Technical Experience
Job Description:	Responsible for the installing, managing, maintaining and troubleshooting hardware and software on systems, to maintain the on-going operational performance of programs (software) and the hardware on which the programs run within the Mainframe, Mid-Range, or PC environments. Implements and supports local area network (LAN) and Wide area network (WAN) hardware and software. Analyzes customer workflow and procedures to recommend operational support tools and technologies to satisfy customer needs. Acts as a liaison between the customer, suppliers, and other technical groups to resolve network and hardware problems. Analyzes performance problems and recommends solutions to enhance functionality, reliability and/or usability. Implements operational support standards and procedures relating to change management, performance management, and



	security. Recommends changes and improvements to existing standards. Provides support for the overall IT system administration activities such as user access, backup and recovery procedures, patches and upgrades, tuning, and performance.
Minimum Education:	Bachelors Degree in Computer Science

Labor Category:	Network Administrator Senior
Minimum Experience:	9 Years of related Technical Experience
Job Description:	Responsible for providing the full range of network management and administration support in a multi-platform, automated office environment. Functional Responsibilities: Conducts installation of network hardware and software, and maintains day-to-day management and configuration control over LAN/WAN operations. Assigns user IDs and passwords, and presents user training. Performs scheduled system backups, provides troubleshooting and recovery services, and makes necessary adjustments/upgrades to network operating system hardware and software. Conducts capacity analysis and planning studies to monitor, tune, and optimize system performance and space utilization.
Minimum Education:	Bachelors Degree in Computer Science

Labor Category:	Graphic Designer**
Minimum Experience:	5 Years of related Technical Experience
Job Description:	Demonstrates excellent knowledge of layout principles and general design aesthetics. Determines size and arrangement of illustrative material and copy, selects style and size of type, and creates sample layouts. Designs sales, advertising, and public relations materials including logos, marketing collateral, educational materials, and web sites. Develops art and copy layouts using a variety of media to meet specific promotional needs. Possesses the ability to design across multiple media, including print, the Web, and multimedia. Shows expertise in graphic design software such as Adobe Photoshop, Adobe Illustrator, and Quark Xpress. Owns a strong foundation in interface design, computer animation, multimedia development and web page design; expert-level experience with HTML,



	Flash, and 3D applications. Designs and develops deliverables per client needs and expectations and presents concepts. Interacts and confers with internal team and client regarding specific work efforts, including seeking regular feedback and input from client on deliverables. Produces high quality design deliverables while working within budget and meeting deadlines.
Minimum Education:	Bachelors Degree in Computer Science

SUBSTITUTION OF EDUCATION/EXPERIENCE

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, each year of vocational technical training completed may be substituted for experience or education on a one-for-one basis. Also, certifications and professional licenses may be substituted for education or experience based on approval from the ordering activity.

Degree Requirement	Substitution of Relevant Experience
Associates Degree	2 Additional Years
Bachelors Degree	4 Additional Years
Masters Degree	6 Additional Years
Phd	8 Additional Years

2. Maximum order:

- 541214HR: \$1,000,000
- 541219: \$1,000,000
- 54151S: \$500,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Worldwide

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.)



7. Quantity discounts. Additional 6% discount off orders that total \$500K or greater
8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. 1% - 10 days, Net 30 days.
9. Foreign items (list items by country of origin). Not Applicable
- 10a. Time of delivery. (Contractor insert number of days.) To Be Determined at the Task Order level
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. To Be Determined at the Task Order Level
- 10c. Overnight and 2-day delivery. To Be Determined at the Task Order level
- 10d. Urgent Requirements. To Be Determined at the Task Order level
11. F.O.B. point(s). Destination
- 12a. Ordering address(es). Same as company address
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es): Same as company address
14. Warranty provision. Contractor's standard commercial warranty.
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable



22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. 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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable

23. Unique Entity Identifier (UEI) number: T1JHH84SB9H8

24. Notification regarding registration in System for Award Management (SAM) database.

*Contractor registered and active in SAM



OFFERED RATES

POSITION	GSA PRICE W/IFF
ANALYST SENIOR	\$113.05
SOFTWARE DEVELOPER SENIOR	\$134.58
CONSULTANT SENIOR	\$139.97
ENTERPRISE ARCHITECT	\$183.03
PROGRAM MANAGER	\$150.73
PROJECT MANAGER	\$102.28
SUBJECT MATTER EXPERT SENIOR	\$166.87
NETWORK ENGINEER SENIOR	\$145.34
NETWORK ADMINISTRATOR SENIOR	\$134.58
SYSTEMS ENGINEER SENIOR	\$145.34
SYSTEMS ADMINISTRATOR	\$134.58
DATABASE MANAGER	\$161.50
GRAPHIC DESIGNER**	\$69.98
TECHNICAL WRITER**	\$91.52
SENIOR TECHNICAL ANALYST	\$85.59
TECHNICAL ANALYST	\$59.20
BUDGET ANALYST	\$43.55
ACCOUNTING ANALYST	\$66.03
INTERMEDIATE ACCOUNTANT	\$56.74
SENIOR ACCOUNTANT	\$68.09
TEAM LEAD - HR ASSISTANT	\$58.42
HR ASSISTANT	\$49.96
HR SPECIALIST	\$36.80
PAYROLL SPECIALIST	\$57.53
RETIREMENT COUNSELOR	\$74.05
LEAVE BANK SPECIALIST	\$83.53

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SCA/SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Graphic Designer	Graphic Artist	WD 05-2193 (Rev.-18)
Technical Writer	Technical Writer I	WD 05-2193 (Rev.-18)