

GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

TAPS

TEMPORARY ADMINISTRATIVE & PROFESSIONAL STAFFING SUPPORT SERVICES

GSA Federal Supply Schedule 736
Contract No: GS-07F-0010N

The contract period is from October 1, 2002 to September 30, 2012

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

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



Project Support Services, Inc. a service-disabled, veteran-owned small business

14680 SE 95th Ave
Summerfield, FL 34491-3606
352-307-4901 – Voice
352-307-3149 – Fax
<http://www.psswdc.com>

DUNS: 12-7038698

TABLE OF CONTENTS

Introduction
Contract Information
Customer Information
Ordering Procedures
Points of Contact

INTRODUCTION

ABOUT US

Project Support Services, Incorporated (PSS) is a service disabled veteran owned small business providing professional services to federal agencies and corporations. Since 1999 PSS has supplied such services and support through the placement or use of consultant and full-time personnel. PSS enjoys an excellent reputation for providing highly motivated and talented personnel by focusing on client mission objectives and employee retention.

STRENGTH & FLEXIBILITY

Project Support Services operates with a vision that there is a better way to help our customers meet their objectives other than being “just another government contractor.” Our managers have real-world experience in government and commercial service and recognize that our clients simply need to get the work done. We help you make progress by providing people who are excited about being a part of our company and part of your solution. Our objective is to make progress easier for you to achieve – no matter what additional skill sets your team requires.

EXPERIENCE

PSS’s proven methodologies to meet your mission goals are derived from our management team’s over 125 years of experience and knowledge in providing services in:

- Contract Administration
- Organizational Development
- Construction Project Management
- Engineering Services
- Technology Management
- Technical Security
- Public Administration

CONTRACT INFORMATION

ADVANTAGES OF USING GSA FSS TAPS SCHEDULE

- Reduces Acquisition Time
- No CBD Synopsis is Required – All Competitive Requirements have been Met
- Direct Customer/Contractor Relationship – No Transfer of Funds to GSA
- Schedule Orders Count Toward Small Business
- Available to ALL Federal Agencies and Authorized Organization
- Offers a Wide Variety of Business Services
- ID/IQ Contract with No Ceiling & No Maximum Order Limitation
- Labor Categories/Rate for FP and T&M Task Orders
- 5 Year contract Ordering Period Plus five Option years
- Blanket Purchase Agreements (BPAs) May be Established

AUTHORIZED BUYER

This contract is available for use by all federal government agencies as a source for Consulting Services for domestic use. Executive agencies, other Federal agencies, mixed ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other organizations authorized by statute or regulation to use GSA as a source of supply may use this contact

CUSTOMER INFORMATION

1a Table of awarded special item numbers:

736-1: Administrative Support and Clerical Occupations
736-2: Automatic Data Processing Occupations
736-3: General Services and Support
736-5: Technical and Professional Occupations

1b Labor rates:

LABOR CATEGORY by SIN	
SIN 736-1	
Accounting Clerk I	24.06
Accounting Clerk II	28.19
Accounting Clerk III	42.91
Administrative Clerk	26.07
Court Reporter	34.38
Documentation Preparation Clerk	26.30
Duplication Machine Operator	26.30
General Clerk I	24.76
General Clerk II	31.46
General Clerk III	34.32
Housing Referral Assistant	38.80
Key Entry Operator I	23.38
Key Entry Operator II	27.89
Maintenance Scheduler	31.80
Motor Vehicle Dispatcher	33.30
Personal Assistant I	27.67
Personal Assistant II	32.17
Production Control Clerk	35.27
Order Clerk I	29.28
Order Clerk II	32.53
Rental Clerk	33.07
Secretary I	26.82

Secretary II	35.63
Secretary III	42.55
Survey Worker	29.28
Stenographer I	30.94
Stenographer II	35.75
Switchboard Operator/Receptionist	24.19
Test Examiner	35.27
Test Proctor	35.27
Travel Clerk I	25.56
Travel Clerk II	34.33
Word Processor I	25.10
Word Processor II	32.17
Word Processor III	35.78
SIN 736-2	
Computer Data Librarian	30.87
Computer Operator I	32.32
Computer Operator II	48.81
Computer Operator III	74.83
Computer Programmer I	40.97
Computer Programmer II	64.24
Computer Programmer III	92.19
Computer Systems Analyst I	49.51
Computer Systems Analyst II	64.31
Computer Systems Analyst III	98.69
Peripheral Equipment Operator	33.01
SIN 736-3	
Electrician Technician	47.67
Forklift Operator	32.53
General Maintenance Worker	34.70
Grounds Maintenance	27.12
Janitor	22.35
Laborer	25.33
Logistics Management Specialist	50.58
Machinery Maintenance Mechanic	47.67
Maintenance Trader Helper	32.17
Material Coordinator	32.53
Material Handling Laborer	26.82
Order Filler	29.28
Pipe Fitter	41.71
Plumber	47.67
Shipping/Receiving Clerk	27.12

Shipping Packer	27.12
Stock Clerk	27.12
Store Worker I	22.35
Tools and Parts Attendant	27.12
Warehouse Specialist	27.12
SIN 736-5	
Cost Estimator	65.07
Engineer	84.13
Librarian	40.12
Project Manager	85.69
Technical Writer	50.97

1c The following are the types of services PSS provides under its TAPS schedule (by SIN number):

SIN: 736-1 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS			
Labor Category	Level I	Level II	Level III
Accounting Clerk	Prepares reports, statements, and other accounting information either in full or on part. Requires high school diploma plus 0-3 years of experience.	Prepares reports, statements, and other accounting information either in full or on part. Require high school diploma plus 2-5 years of experience.	Performs daily accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area.
Court Reporter	Documents court proceedings by using a stenotype machine. May require completion of a 2-4 year training program at a vocational school.	N/A	N/A
Documentation Preparation Clerk	Prepares standard forms and documentations, and maintain appropriate files. Requires a high school diploma with 0-3 years experience.	N/A	N/A
Duplication Machine Operator	Operates office equipment to make copies, collect data, and bind reports. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A

General Clerk	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area.
Housing Referral Assistant	Perform duties required to support housing referral agent. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A
Key Entry Operator	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area.	N/A
Maintenance Scheduler	Maintains records and schedules work assignments. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A
Motor Vehicle Dispatcher	Receives calls, dispatches, logs and maintains appropriate records. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A
Order Clerk	Receives and processes orders for materials and merchandise. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.	Receives and processes orders for materials and merchandise. Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area.	N/A

Personnel Assistant	Assists in the preparation and maintenance of personnel records. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	Assists in the preparation and maintenance of personnel records. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area.	N/A
Production Control Clerk	Accumulate and maintain production records. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A
Rental Clerk	Receives orders for services, such as rentals, repairs, dry-cleaning, and storage. May be responsible for computing cost and accepting payment. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.	N/A	N/A
Secretary	Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 0-3 years of experience in the field or in a related area.	Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 2-5 years of experience in the field or in a related area.	Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 2-5 years of experience in the field or in a related area.
Stenographer	Takes dictation in shorthand of correspondence, reports, and other related material. May operate a typewriter to transcribe dictated material. May require an associate's degree. Requires 2-4 years of experience in the field or in a related area.	Takes dictation in shorthand of correspondence, reports, and other related material. May operate a typewriter to transcribe dictated material. May require an associate's degree. Requires 2-5 years of experience in the field or in a related area.	N/A
Survey Worker	Conducts interviews and prepares survey reports. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A

Switchboard Receptionist	Operates a switchboard or telephone console to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.	N/A	N/A
Test Examiner	Examines tests and determine test results. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A
Test Proctor	Oversees testing process and certifies applicants and results. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A
Travel Clerk	Provides basic travel information to customers inquiring about fares, routes, and accommodations. May require a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area	N/A	N/A
Word Processor	Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 0-2 years of experience in the field or in a related area	Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 3-5 years of experience in the field or in a related area	Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with at least 5 years of experience in the field or in a related area

SIN: 736-2: CONSULTING SERVICES

Labor Category	Level I	Level II	Level III
<p>Computer Data Librarian</p>	<p>Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. Classifies, catalogs, and stores items in accordance with standardized system. Issues media for processing on request. Maintains record of items received, stored, issued, and returned. Examines returned media for damage or excessive wear to determine if they need replacing. May make minor repairs to damaged tapes.</p>	<p>N/A</p>	<p>N/A</p>
<p>Computer Operator</p>	<p>Under general direction, monitors and controls one or more mini or mainframe computers by operating the central console or online terminals and associated peripheral equipment. Responsible for operation of centralized and client computers.</p>	<p>Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes, disks, and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 2-5 years of experience as a computer operator. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.</p>	<p>Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as disks, tape and printer paper for operating runs. Observes peripheral equipment and error message displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and at least 4 years of experience as a computer operator. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.</p>

<p>Computer Programmer</p>	<p>Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g.; drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments under supervision.</p>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Familiar with relational database concepts, and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. May require a degree in a related area and 2-5 years of experience in the field or in a related area.</p>	<p>Applies standard programming procedures, language, and a detailed knowledge of pertinent subject matter (e.g. work processes, governing rules, clerical procedures, etc.) in a programming area such as; a record keeping operations (supply, personnel and payroll, inventory, purchasing insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. May require a bachelor's degree in a related area and at least 3 years of experience in the field or in a related area.</p>
<p>Computer Systems Analyst</p>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. May require a degree in a related area and 0-3 years of experience in the field or in a related area.</p>	<p>Works independently or under only general direction on complex application programs involving various phases of systems analysis to provide resolutions. Provides technical and administrative direction to personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project Managers and Senior Analysts to ensure problem resolution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. May require a degree in a related area and at least 2 years of experience in the field or area.</p>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. May be expected to write documentation to describe program development, logic, coding, and corrections. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Requires a bachelor's degree in a related area and at least 4 years of experience in the field or in a related area.</p>

Peripheral Equipment Operator	Operates peripheral equipment which directly supports computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display unites are examples of such equipment.	N/A	N/A
-------------------------------	---	-----	-----

SIN: 736-3 GENERAL SERVICES AND SUPPORT

Labor Category	Level I	Level II	Level III
Electrician Technician	Inspects, repairs, installs, modifies, and maintains electrical-electronic systems, circuits and equipment. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.	N/A	N/A
Forklift Operator	Loads and unloads material within a warehouse or storage facility. Utilizes hand trucks, forklifts, hoists, conveyors, or other handling equipment. Requires a high school diploma with 2-5 years of experience in the field or in a related area.	N/A	N/A
General Maintenance Worker	Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Requires at least 5 years of experience in the field or in a related area.	N/A	N/A
Grounds Maintenance	Performs general manual labor tasks including loading, unloading, lifting, and moving materials. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area	N/A	N/A

Janitor	Cleans and maintains buildings/ facilities. May be expected to make basic repairs. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.	N/A	N/A
Laborer	Performs general manual labor tasks including loading, unloading, lifting, and moving materials. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area	N/A	N/A
Logistics Management Specialist	Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. May require an associate's degree or equivalent and 0-3 years of experience in the field or in a related area.	N/A	N/A
Machinery Maintenance Mechanic	Maintains, repairs, and overhauls machinery to ensure the machinery is in safe working condition. Relies on instructions and pre-established guidelines to perform the functions of the job. Requires a high school diploma or its equivalent.	N/A	N/A
Maintenance Trader helper	Perform duties of a maintenance trader helper. May be required a high school diploma or its equivalent.	N/A	N/A
Material Coordinator	Loads and unloads material within a warehouse or storage facility. Utilizes hand trucks, forklifts, hoists, conveyors, or other handling equipment. May require a high school diploma with 0-3 years of experience in the field or in a related area.	N/A	N/A
Material Handling Laborer	Loads and unloads material within a warehouse or storage facility. Utilizes hand trucks, forklifts, hoists, conveyors, or other handling equipment. May require a high school diploma with 0-3 years of experience in the field or in a related area.	N/A	N/A

Order Filler	Process requests for orders and maintain appropriate records. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A
Pipe Fitter	Lays out, installs, and maintains piping systems. Requires a high school diploma or its equivalent. May be required to complete an apprenticeship and/or formal training in area of specialty. Requires 2-4 years of experience in the field or in a related area.	N/A	N/A
Plumber	Inspects, repairs, installs, modifies, and maintains plumbing fixtures in heating, water and drainage systems. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. May be required to meet certain certifications in plumbing.	N/A	N/A
Shipping Packer	Stacks and arranges products and packed containers into crates, boxes, and cartons. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.	N/A	N/A
Shipping/Receiving Clerk	Assembles orders and prepares goods for shipment. Completes shipping reports. Requires a high school diploma or equivalent with 0-2 years experience.	N/A	N/A
Stock Clerk	Locates stock and delivers items to their destination upon request. Requires a high school diploma with 0-2 years experience.	N/A	N/A
Store Worker I	Process requests for orders and maintain appropriate records. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A
Tools and Parts Attendant	Process requests for tools and parts and maintain appropriate records. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.	N/A	N/A

Warehouse Specialist	Receives, unpacks, checks, and stores merchandise or materials. Fills requisitions and orders. Packs, crates, and ships products and materials to distribution center, departments, or assembly line. May operate forklift. Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area.	N/A	N/A
----------------------	--	-----	-----

SIN: 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS

Labor Category	Level I	Level II	Level III
Cost Estimator	Forecasts project costs. Helps determine necessary resources for projects based on cost estimates. May require a bachelor's degree in a related field and 0-2 years of experience.	N/A	N/A
Engineer (All Disciplines)	Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Requires a bachelor's degree in engineering and 0-3 years of experience in the field or in a related area.	N/A	N/A
Librarian	Organizes, files, catalogues, stores and monitors distribution of books, periodicals, newspapers, microfiche and electronic documents. Researches need for and locates new data sources or books. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area.	N/A	N/A
Project Manager	Plans and designs programs and assembles project staffs. Responsible for organizing complex activities for the development, implementation, and maintenance of projects. Requires a bachelor's degree and 0-3 years of experience in the field or in a related area.	N/A	N/A

Technical Writer	Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. May require a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area.	N/A	N/A
------------------	---	-----	-----

- 2. Maximum order: \$1,000,000.00
- 3. Minimum order: \$100.00
- 4. Geographic coverage: Nationwide (50 states, Washington DC, and Puerto Rico)
- 5. Point(s) of production: N/A
- 6. Discount from list prices or statement of net price: Prices herein are net (inclusive of .75% IFF)
- 7. Quantity discounts: N/A
- 8. Prompt payment terms: 1% Net 15 days
- 9a. Government purchase cards are accepted up to the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
- 10. Foreign items (list items by country of origin): N/A
- 11a. Time of delivery: Not a product based company – Will provide service within 5 working days of receipt of funding document.
- 11b. Expedited Delivery: Not a product based company – Will provide service within 5 working days of receipt of funding document.
- 11c. Overnight and 2-day delivery: Not a product based company – Will provide service within 5 working days of receipt of funding document.
- 11d. Urgent Requirements: Agencies may contact Troy Hammond (202) 327-1119 for Urgent Requirements
- 12. F.O.B. point(s): Destination
- 13. Ordering address(es): 14680 SE 95th Ave., Summerfield, FL 34491
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es): 14680 SE 95th Ave., Summerfield, FL 34491
- 15. Warranty provision: N/A
- 16. Export packing charges: N/A.
- 17. Terms and conditions of Government purchase card acceptance: No additional terms.
- 18. Terms and conditions of rental, maintenance, and repair: N/A
- 19. Terms and conditions of installation: N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
- 21. List of service and distribution points: N/A
- 22. List of participating dealers: N/A
- 23. Preventive maintenance: N/A
- 24. Environmental attributes: N/A
- 25. (DUNS) number: 12-7038698
- 26. (CCR) database: Contractor is registered in CCR

ORDERING PROCEDURES (Simplified)

This contract is available for use by all federal government agencies as a source for services for nationwide use. Executive agencies, other Federal agencies, mixed ownership government corporations, and the District of Columbia; government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1; and other organizations authorized by statute or regulation to use GSA as a source of supply may use this contract.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

The contract provides for task orders to be placed as Fixed Priced or Time and Materials using the labor categories and pricing contained in this contract. **There is no dollar value ceiling for the contract.**

When ordering services, ordering offices shall:

- I. Develop a Statement of Work (SOW).
- II. Mail, fax, or email SOW to Project Support Services, Inc.:

Project Support Services, Inc.
14680 SE 95th Avenue
Summerfield, FL 34491-3606
Fax: 352-307-3149
Phone: 352-307-4901
eMail: thammond@psswdc.com

- III. Review response from Project Support Services, clarifying any technical issues.
- IV. Place order with Project Support Services by providing GSA Form 300 or other funding Documents.

POINTS OF CONTACT

Name: Luther H. Hammond, President	Schedules and Security Administration: Troy Hammond, Vice President
Phone: 202-327-1121	202-327-1119
Fax: 352-307-3149	888-606-4426
Email: lhammond@psswdc.com	thammond@psswdc.com

Business Development and Sales:

Name: Anthony Sterling, Director of Business Development
Phone: 443-854-7711
Fax: 888-606-4426
Email: asterling@psswdc.com