

**General Services Administration
Federal Supply Service**



Professional Services Schedule

Contract Number: Federal Supply Group 00CORP
47QRAA18D00B5

Contract Period: 06/25/2018 to 06/24/2023

Revision Date: 01/19/2019

Business Size: Large

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TABLE OF CONTENTS

1. CUSTOMER INFORMATION	2
2. SERVICES OFFERED THROUGH PSS	3
3. LABOR CATEGORIES AND JOB DESCRIPTIONS.....	5
4. PRICING	8

INTRODUCTION

Homeland Security Solutions, Inc. (HSSI) is a large, employee-owned professional services, training, and security company that has supported the Department of Defense (DoD) since 2002. Formed by veterans and employing more than 500 personnel across the country and overseas (43% of whom are veterans), HSSI focuses on supporting government organizations across a broad spectrum of activities that include:

- Program management
- Grants management
- Mission oriented business services
- Training and exercise support

Areas of expertise include mission assurance, policy/procedure development and review, vulnerability assessments, insider threat evaluations, critical infrastructure protection, and criminal intelligence. HSSI's professional services adapt to the mission requirements of our clients. We have built an extensive range of skills and services, while maintaining a strong record of excellent performance.

1. CUSTOMER INFORMATION

1a. Special Item Numbers (SINs): SIN 520 21 - Program Management Services
 SIN 520 22 - Grants Management Support Services
 (See Section 4 for SIN pricing) SIN 520-21RC – Program Management Services
 Disaster and Recovery
 SIN 520-22RC- Grants Management Support
 Services Disaster and Recovery
 SIN 874 1 - Integrated Consulting Services
 SIN 874 4 - Training Services
 SIN 874-1RC – Integrated Consulting Services
 Disaster and Recovery
 SIN 874-4RC – Training Services Disaster and
 Recovery

1b. Lowest Priced Model:	Not applicable
1c. Labor Category Descriptions:	See Section 3
2. Maximum Order:	\$1,000,000.00
3. Minimum Order:	\$100.00
4. Geographic Coverage:	Domestic only
5. Point(s) of Production:	HSSI offices or client sites within CONUS
6. Discount from List Prices or Statement of Net Price:	None
7. Quantity Discounts:	None
8. Prompt Payment Terms:	Net 30 days
9a. Accept Government Purchase Cards at or Below the Micro-Purchase Threshold:	Yes
9b. Accept Government Purchase Cards Above the Micro-Purchase Threshold	Will Accept
10. Foreign Items:	N/A
11a. Time of Delivery:	Negotiated for each Task Order
11b. Expedited Delivery:	Negotiated for each Task Order
11c. Overnight and 2-day Delivery:	Negotiated for each Task Order
11d. Urgent Requirements:	Negotiated for each Task Order
12. F.O.B. Point(s):	Destination
13. Ordering Procedures:	In accordance with FAR 8.405-3
14. Payment Address:	22 Enterprise Parkway, Suite 310, Hampton VA 23666
15. Warranty Provision:	N/A
16. Export Packing Charges:	N/A
17. Terms & Conditions of Government Purchase Charge Acceptance:	Contact Contractor
18. Terms & Conditions of Rental, Maintenance and Repair:	N/A
19. Terms & Conditions of Installation:	N/A
20. Terms & Conditions of Repair Parts:	N/A
21. Terms & Conditions for Other Services:	N/A
22. List of Participating Dealers:	N/A

23.	Preventative Maintenance	N/A
24a.	Special Attributes:	N/A
24b.	Section 508 Compliance Information:	As applicable
25.	DUNS Number:	131098563
26.	System for Award Notification (SAM):	Registration is active

2. SERVICES OFFERED THROUGH PSS

Homeland Security Solutions, Inc. (HSSI) offers the following services under the Professional Services Schedule (PSS):

SIN 520 21 Program Management Services

Program management services encompass the management of financial and business solutions programs and projects and includes, but is not limited to, program management, program oversight, project management, and program integration of a limited duration. A variety of functions may be used to support program integration or project management tasks.

SIN 520 22 Grants Management Support Services

Grants services include supporting Federal grants management personnel in all phases of the grants management process. Support may include assessing compliance of grantees business and financial management systems and assisting in the following areas:

- Working with awarding agencies to ensure grantees demonstrate responsible and accountable use of grant funds;
- Ensuring that grantees performance fully complies with grant requirements;
- Helping government Grants Management Officers, Grant Management Specialists, and other grants management personnel;
- Advising government personnel in managing Grant Financial Management systems;
- Managing the project period of performance schedule;
- Evaluating ongoing status reports, final reports, and other deliverable products required under the grant program; and
- Assisting in grant close-out procedures.

SIN 874 1 Mission Oriented Business Integrated Consulting Services

Consulting services may include expert advice and assistance in support of an agency's mission-oriented business functions, as well as management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.

SIN 874 4 Training Services

Educational courses are delivered either in person through an Instructor or by using a computer system, including the Internet. All courses are defined with course title, length of time, description of material to be taught, and indicate whether materials are included in the price.

Proposed professional services support planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led and/or web-based system.

Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as labor/hours using professional labor categories such as Subject Matter Experts, Program Managers, Project Managers, Research Assistant, and Technical Specialist. Requirements should state subject matter(s), systems requirements, and methodologies to be used.

3. LABOR CATEGORIES AND JOB DESCRIPTIONS

HSSI offers the following labor categories under its Professional Services Schedule. Each category is defined by the minimum educational and experience requirements, as well as the basic job functions.

SIN	Labor Category	Min. Years / General Experience	Functional Responsibilities	Minimum Education
520-21 874-1 874-4	Sr. Program Manager	10 Years	Heads, directs, and approves the implementation of strategies to achieve the program mission and goals of customer organizations. Reports to principle decision makers regarding program operation and budgetary requirements. Supports program milestone meetings and key decision briefs with stakeholders and sponsors. Provides oversight for integration of program/project services, and scheduled activities. Key advisor to executive staff regarding program execution. Coordinates project/program resources and assignments. This position manages a large complex contract requiring PMP or SME level of expertise in the subject area.	Bachelor's Degree
520-21 874-1 874-4	Program Manager	8 Years	Heads and directs the implementation of strategies to achieve the mission and goals of customer project and programs. Reports to senior management decision makers regarding operational accountability and budgetary requirements. Supports program milestone meetings and key decision briefs with stakeholders and sponsors. Provides oversight for integration of project services, and scheduled activities.	Bachelor's Degree
520-21 520-22 874-1 874-4	Project Manager	10 Years	Manages a project and its personnel. Establishes work schedules and milestones, and ensures submission of deliverables. Helps identify new project requirements based on	Bachelor's Degree

SIN	Labor Category	Min. Years / General Experience	Functional Responsibilities	Minimum Education
			industry standards, government regulations and other applicable laws or directives.	
520-22	Grant Manager	5 Years	Provides daily oversight for staff and project tasks. Manages deliverables, milestones, and financial tracking data to comply with its obligations under the grant programs. Establishes project execution plan to support agency planners, and determines resources assignments and monitors performance.	Bachelor's Degree
520-22	Grant Liaison	3 Years	Enter deliverable and milestone data into grants management database and develop the plans to complete the work for which the grants were awarded. Based on feedback from the planning meetings and exercises, the liaisons will modify the work to ensure compliance with grant requirements. Develops relationships with federal counterparts, as well as officials on the local, regional and state level. Drives initiatives and functions as a resource for private sector engagement.	Bachelor's Degree
520-22	Event Planner	0 Years	Works with client to plan and coordinate events, including support with agendas, schedules, travel, programs, presentations, and speakers. Must have good working knowledge of MS Office programs.	Bachelor's Degree
520-21 874-1	SME	10 Years	Provides subject matter expertise in designated area. Provides both long and short term project support. Identifies critical issues and offers solutions. May be tasked with reviewing, updating or creating policies, procedures, and programs.	Bachelor's Degree
874-4	Training SME	10 Years	Develops, conducts, and coordinates development of training courses. Coordinates with staff to ensure scheduling, preparation,	Bachelor's Degree

SIN	Labor Category	Min. Years / General Experience	Functional Responsibilities	Minimum Education
			implementation and delivery of training courses. Writes curriculum and provides in-person as well as remote instructor led training.	
874-4	Curriculum Developer	2 Years	Develops curriculum, to include relevant engaging training products, provides training expertise, and ensures all curriculum written is in compliance with existing policies and tactics, techniques and procedures. Researches and recommends new instruction techniques and technologies.	Bachelor's Degree

4. PRICING

SIN	Awarded Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
520-21	Senior Program Manager	\$121.94	\$124.50	\$127.12	\$129.79	\$132.51
520-21	Subject Matter Expert	\$97.75	\$99.81	\$101.90	\$104.04	\$106.23
520-21	Program Manager	\$110.71	\$113.04	\$115.41	\$117.83	\$120.31
520-21	Project Manager	\$102.29	\$104.44	\$106.63	\$108.87	\$111.16
520-22	Event Planner	\$59.85	\$61.11	\$62.39	\$63.70	\$65.04
520-22	Grant Manager	\$69.59	\$71.06	\$72.55	\$74.07	\$75.63
520-22	Grant Liaison	\$63.08	\$64.41	\$65.76	\$67.14	\$68.55
520-22	Project Manager	\$102.29	\$104.44	\$106.63	\$108.87	\$111.16
874-1	Senior Program Manager	\$121.94	\$124.50	\$127.12	\$129.79	\$132.51
874-1	Program Manager	\$110.71	\$113.04	\$115.41	\$117.83	\$120.31
874-1	Project Manager	\$102.29	\$104.44	\$106.63	\$108.87	\$111.16
874-1	Subject Matter Expert	\$97.75	\$99.81	\$101.90	\$104.04	\$106.23
874-4	Senior Program Manager	\$121.94	\$124.50	\$127.12	\$129.79	\$132.51
874-4	Program Manager	\$110.71	\$113.04	\$115.41	\$117.83	\$120.31
874-4	Project Manager	\$102.29	\$104.44	\$106.63	\$108.87	\$111.16
874-4	Training Subject Matter Expert	\$84.99	\$86.77	\$88.59	\$90.45	\$92.35
874-4	Curriculum Developer	\$71.94	\$73.45	\$74.99	\$76.57	\$78.17