

The Professional and Administrative Support Services – Domestic (PASS-D)

Overview

The Professional and Administrative Support Services – Domestic (PASS-D) Blanket Purchase Agreement (BPA) provides a broad and comprehensive range of integrated consulting and business program support services under General Services Administration (GSA) Professional Services Schedule (PSS) Special Item Numbers (SINs) 874-1 – Integrated Consulting Services and 874-7 – Integrated Business Program Support Services. The SINS are further described as:

Scope

The PASS-D BPA is a simple method of filling DoS’ anticipated repetitive needs for services by establishing “charge accounts” with qualified sources of services. The PASS-D BPAs utilize performance-based BPA Calls and other performance-based BPA Calls that may be Firm-Fixed Price (FFP), Time and Materials (T&M) or Labor Hour (LH). Loaded labor rates (inclusive of direct labor costs, overhead, General and Administrative Expenses (G&A), profit, and discounts) are utilized for FFP, T&M and LH BPA Calls.

- **Objective 1** – Provide professional and administrative staff employees to meet the performance objectives and business requirements of the Department of State (DoS). Anticipated services include, but are not limited to, the following activities:
 - Maintain program continuity, uninterrupted high-quality work, and availability of required competent professional and administrative employees;
 - Obtain existing and future qualified professional and administrative employees to meet the mission objectives of Bureaus and Offices;
 - Provide a compensation package that attracts and retains competent professional and administrative employees;
 - Meet the travel requirements established for the individual professional and administrative employees; and
 - Provide customers with a positive experience by maintaining a professional and efficient workforce.

- **OBJECTIVE 2** – Provide professional and administrative employees with the personnel security clearances needed to meet the performance objectives and business requirements of the DoS.

Principal Performance Work Statement Areas

- **SIN 874 – 1 Integrated Consulting Services:** Contractors shall provide expert advice and assistance in support of the Department’s mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research,

evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.

- Other services include, facilitation and related decision support services; survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings; and advisory and assistance services in accordance with FAR 37.203
- **SIN 874 – 7 Integrated Business Program Support Services:** Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:
- All phases of program or project management, from planning to closeout
 - Operational/administrative business support services in order to carry out program objectives

Contract Information

Contract Number

- N00178-19-D-8742

Type

- Indefinite Delivery / Indefinite Quantity (IDIQ)

DUNS

- 128047417

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