

**General Services Administration  
Federal Acquisition Service  
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!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

**GSA Schedule 70 – General Purpose Commercial Information  
Technology, Equipment, Software and Services**

**Contract Number: 47QTCA18D00FC**

*Information on ordering from Federal Acquisition Schedules, click on the FSS Schedules button at: <http://fss.gsa.gov>*

Contract Period: June 29, 2018 - June 28, 2023



**Optimal Solutions Group, LLC**  
**5825 University Research Court, Suite 2800**  
**College Park, MD 20740-3822**  
**Telephone: (301) 306-1170**  
**Fax: (301) 985-3760**  
[www.OptimalSolutionsGroup.com](http://www.OptimalSolutionsGroup.com)

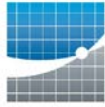
DUNS Number: 124021077

Business Size/Status: Small Disadvantaged Business

Prices shown herein are NET (discount deducted).

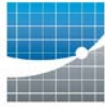
Pricelist current through Modification # PS-0001, dated July 10, 2018





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## Company Information

BUSINESS NAME: Optimal Solutions Group, LLC

TYPE OF ORGANIZATION: Mutually Defined

DUNS NUMBER: 124021077

DOING BUSINESS AS: OPTIMAL RESEARCH GROUP

BUSINESS WEBSITE: [www.OptimalSolutionsGroup.com](http://www.OptimalSolutionsGroup.com)

BUSINESS/MAILING ADDRESS: Optimal Solutions Group, LLC  
5825 University Research Court, Suite 2800  
College Park, MD 20740-3822

## General Contract Information

**1a. Table of Awarded Special Item Numbers (SINs):**

SIN	Description
132 40	Cloud Computing Services - SUBJECT TO COOPERATIVE PURCHASING
132 51	IT Professional Services

*Please refer to Page #8 for a more detailed description*

**1b. Lowest Priced Model Number and Lowest Price:** Please refer to Page #15 for SIN 132-40 and #25 for SIN 132-51

- |  |   |
|--|---|
| <b>1c. Labor Category Descriptions:</b>  | Please refer to Page #20  |
| <b>2. Maximum Order Limit :</b>  | \$ 500,000 per SIN  |
| <b>3. Minimum Order Limit :</b>  | \$ 25 for SIN 132-40 and<br>\$100 for SIN 132-51  |
| <b>4. Geographic Coverage :</b>  | Worldwide   |
| <b>5. Point(s) of production:</b>  | College Park, Maryland, USA   |
| <b>6. Discount from List Price:</b>  | All Prices herein are GSA Net, Discount Deducted.   |
| <b>7. Volume Discount:</b>   | 1% for single task order over \$300,000 and less than \$500,000 for SIN 132-40<br>0% for SIN 132-51 (prices are already discounted) |
| <b>8. Prompt Payment Terms:</b>  | Net 15 days   |
| <b>9a.</b> Government Purchase Card <i>is</i> accepted at or below the micro-purchase threshold. |   |
| <b>9b.</b> Government Purchase Card <i>is</i> accepted above the micro-purchase threshold.       |   |
| <b>10. Foreign Items:</b>  | None  |
| <b>11a. Time of Delivery:</b>  | Negotiated with Ordering Agency per Task Order  |
| <b>11b. Expedited Delivery:</b>  | Contact Contractor for availability   |
| <b>11c. Overnight and 2-Day Delivery:</b>  | Contact Contractor for availability   |

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- 11d. Urgent Requirement:** Contact Contractor for availability
- 12. F.O.B. Point:** Destination
- 13a. Ordering Address:** Optimal Solutions Group, LLC  
Attn: GSA Orders  
5825 University Research Court, Suite 2800  
College Park, MD 20740  
[contracts@optimalsolutionsgroup.com](mailto:contracts@optimalsolutionsgroup.com)
- 13b.** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address:** Optimal Solutions Group, LLC  
Attn: Accounts Receivable  
5825 University Research Court, Suite 2800  
College Park, MD 20740-3822
- 15. Warranty Provision:** Same as Commercial Warranty
- 16. Export Packing Charges:** Not Applicable
- 17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** Contact Contract Administrator
- 18. Terms and conditions of rental, maintenance, and repair:** Not Applicable
- 19. Terms and conditions of installation (if applicable):** Not Applicable
- 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:** Not Applicable
- 20a. Terms and conditions for any other services (if applicable)** Not Applicable
- 21. List of service and distribution points (if applicable):** Not Applicable
- 22. List of participating dealers (if applicable):** Not Applicable
- 23. Preventive maintenance (if applicable):** Not Applicable



**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable

**24b. 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. contactor's website or other location.)**

**The EIT standards can be found at:**

[www.Section508.gov/](http://www.Section508.gov/).

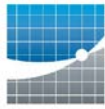
Contact Contract Administrator for more information.

**25. Data Universal Numbering System (DUNS) number:**

124021077

**26. Notification regarding registration in Central Contractor Registration (CCR) / System For Award Management (SAM) database:**

Currently Active



## Contract Overview

GSA awarded Optimal Solutions Group, LLC (Optimal) the GSA Schedule 70 – General Purpose Commercial Information Technology, Equipment, Software and Services, Contract Number 47QTCA18D00FC. The 5-year base period goes from June 29, 2018 through June 28, 2023. There are three 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## Contract Administrator

Mark D Turner, Ph.D,  
President and CEO  
Optimal Solutions Group LLC  
5825 University Research Court, Suite 2800  
College Park, MD 20740  
Telephone: (301) 306-1170  
Fax Number: (301) 985-3760  
Email: [procurement@optimalsolutionsgroup.com](mailto:procurement@optimalsolutionsgroup.com) (Cc: [contracts@optimalsolutionsgroup.com](mailto:contracts@optimalsolutionsgroup.com))

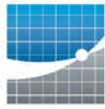
## Brief Company Overview

Optimal helps its clients find the optimal policies, programs, and projects through the valuation of program impacts against program costs. Cost-benefit analysis helps decision-makers assess the economic and social benefits and costs of a program, facilitating better decision-making. Optimal's analysis services are particularly useful when cost-efficiency is of central interest, and when indirect costs and benefits are involved. Optimal's rigorous studies constitute an important part of our program evaluations in both the public and private sectors.

Optimal is a small, minority-owned economic and policy analysis research and consulting firm with offices in the Baltimore-Annapolis-Washington, DC area. Optimal is committed to supplying insightful program and policy evaluation, cost-benefit and effectiveness analyses, custom econometric modeling, and market analyses for decision makers in both the public and private sectors. Optimal does work for government at the federal, state, and local level, and works with nonprofits and commercial businesses as well.

## Contract Use

This contract is available for use by all federal government agencies, as a source for General Purpose Commercial Information Technology, Equipment, Software and Services for worldwide 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 activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.



## Special Item Number (SIN) Description

The Special Item Number (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN under which the task is being executed. Optimal Solutions Group, LLC has been awarded a contract by GSA to provide services under the following SINs:

### **132-40 - Cloud Computing Services**

The Cloud Computing Services SIN 132-40 is for all cloud services groups cloud technology offerings within Schedule 70 and makes it easier for agencies to acquire cloud services.

### **132-51 - IT Professional Services**

The IT Professional Services SIN 132-51 includes:

- Cognitive computing
- Conversion and implementation support
- Database planning and design
- Data/records management
- Internet of things
- Network services
- Network services project management
- Programming
- Resources and facilities management
- Systems analysis and design
- Other services relevant to 29CFR541.400

State, local, and tribal governments and institutions of higher education can order using the [Cooperative Purchasing Program](#).



## Based on GSA Schedule Hourly Rates

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Optimal Solutions Group, LLC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed, **Instructions for Placing Orders for Services**
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding the micro-purchase threshold, but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**



## Requirements Exceeding the Maximum Order

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## Blanket Purchase Agreement

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.



When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

### **Ordering from BPAs:**

#### **Single BPA**

If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

#### **Multiple BPAs**

If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

#### **BPAs for hourly rate services**

If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

#### **Duration of BPAs.**

BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

### **Review of BPAs:**

The ordering activity that established the BPA shall review it at least once a year to determine whether:

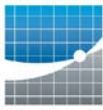
- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.



## Service Contract Act

The Service Contract Act (SCA) is applicable to this contract as it applies to the GSA Schedule 70's SIN 132 51 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 Contractor 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 WD number. Failure to do so may result in cancellation of the contract.



## Terms and Conditions – SIN 132-40

### 1. SCOPE

The prices, terms and conditions stated under Special Item Number (SIN) 132-40 Cloud Computing Services apply exclusively to Cloud Computing Services within the scope of this Information Technology Schedule.

This SIN provides ordering activities with access to technical services that run in cloud environments and meet the NIST Definition of Cloud Computing Essential Characteristics. Services relating to or impinging on cloud that do not meet all NIST essential characteristics should be listed in other SINs.

The scope of this SIN is limited to cloud capabilities provided entirely as a service. Hardware, software and other artifacts supporting the physical construction of a private or other cloud are out of scope for this SIN. Currently, an Ordering Activity can procure the hardware and software needed to build on premise cloud functionality, through combining different services on other IT Schedule 70 SINs (e.g. 132-51).

Sub-categories in scope for this SIN are the three NIST Service Models: Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS). Offerors may optionally select a single sub-category that best fits a proposed cloud service offering. Only one sub-category may be selected per each proposed cloud service offering. Offerors may elect to submit multiple cloud service offerings, each with its own single sub-category. The selection of one of three sub-categories does not prevent Offerors from competing for orders under the other two sub-categories. See service model guidance for advice on sub-category selection.

Sub-category selection within this SIN is optional for any individual cloud service offering, and new cloud computing technologies that do not align with the aforementioned three sub-categories may be included without a sub-category selection so long as they comply with the essential characteristics of cloud computing as outlined by NIST.

See Table 1 for a representation of the scope and sub-categories.

Table 1: Cloud Computing Services SIN

SIN Description	Sub-Categories <sup>1</sup>
<ul style="list-style-type: none"> <li>• Commercially available cloud computing services</li> <li>• Meets the National Institute for Standards and Technology (NIST) definition of Cloud Computing essential characteristics</li> <li>• Open to all deployment models (private, public, community or hybrid), vendors specify deployment models</li> </ul>	<p><b>1. Software as a Service (SaaS):</b> Consumer uses provider’s applications on cloud infrastructure. Does not manage/control platform or infrastructure. Limited application level configuration may be available.</p> <p><b>2. Platform as a Service (PaaS):</b> Consumer deploys applications onto cloud platform service using provider-supplied tools. Has control over deployed applications and some limited platform configuration but does not manage the platform or infrastructure.</p>



**3. Infrastructure as a Service (IaaS):**

Consumer provisions computing resources. Has control over OS, storage, platform, deployed applications and some limited infrastructure configuration, but does not manage the infrastructure.

<sup>1</sup>Offerors may optionally select the single sub-category that best fits each cloud service offering, per Service Model Guidance, or select no sub-category if the offering does not fit an existing NIST service model.

See below for SIN 132-40 pricing.

Note: All Prices include the 0.75% Industrial Funding Fee (IFF)



## SIN 132-40 - Price List

SIN #	MANUFACTURER NAME	MFR PART NO	UNIVERSAL PRODUCT CODE TYPE A (UPC-A)	PRODUCT NAME	PRODUCT DESCRIPTION	Unit of Issue	GSA PRICE	QUANTITY/VOLUME DIS COUNT	WARRANTY	Country of Origin
132-40	Revelo LLC	OA-S-C-flow-100	00856873006010	Revelo Core SaaS - FedRAMP Low - Monthly	Revelo Core SaaS includes user management, access rights management, administrative reporting, event capture and notification, data design, data forms and entry, and data explorer. This product is billed on a monthly basis.	EA per Month	\$ 4,937.03	1% on \$300,000 to \$500,000	Yes	USA
132-40	Revelo LLC	OA-S-FM-dati-100	00856873006065	Revelo Functional Module SaaS: Data Import - Monthly	Data Import module allows users to insert indeterminate number of records into Revelo Core. The import module includes data validations and permissions features. This product is billed on a monthly basis.	EA per Month	\$ 740.55	1% on \$300,000 to \$500,000	Yes	USA
132-40	Revelo LLC	OA-S-FM-etlb-100	00856873006072	Revelo Functional Module SaaS: ETL - Base - Monthly	Non-enterprise extract, transform, and load module that works in collaboration with Revelo Core. This product is billed on a monthly basis.	EA per Month	\$ 1,727.96	1% on \$300,000 to \$500,000	Yes	USA
132-40	Revelo LLC	OA-S-FM-repb-100	00856873006102	Revelo Functional Module SaaS: Reporting - Base - Monthly	The base reporting module includes different types of reports such as data reports, historical data reports, user status reports, user logs, import logs and other administrative reports available to filter and download in either csv or excel format. This module works in collaboration with Revelo Core. This product is billed on a monthly basis.	EA per Month	\$ 493.70	1% on \$300,000 to \$500,000	Yes	USA
132-40	Revelo LLC	OA-S-C-flow-100-d	00856873006010	Revelo Core SaaS - FedRAMP Low - Daily	Revelo Core SaaS includes user management, access rights management, administrative reporting, event capture and notification, data design, data forms and entry, and data explorer. This product is billed on a daily basis.	EA per Day	\$ 246.85	1% on \$300,000 to \$500,000	Yes	USA
132-40	Revelo LLC	OA-S-FM-dati-100-d	00856873006065	Revelo Functional Module SaaS: Data Import - Daily	Data Import module allows users to insert indeterminate number of records into Revelo Core. The import module includes data validations and permissions features. This product is billed on a daily basis.	EA per Day	\$ 37.52	1% on \$300,000 to \$500,000	Yes	USA
132-40	Revelo LLC	OA-S-FM-etlb-100-d	00856873006072	Revelo Functional Module SaaS: ETL - Base - Daily	Non-enterprise extract, transform, and load module that works in collaboration with Revelo Core. This product is billed on a daily basis.	EA per Day	\$ 86.89	1% on \$300,000 to \$500,000	Yes	USA
132-40	Revelo LLC	OA-S-FM-repb-100-d	00856873006102	Revelo Functional Module SaaS: Reporting - Base - Daily	The base reporting module includes different types of reports such as data reports, historical data reports, user status reports, user logs, import logs and other administrative reports available to filter and download in either csv or excel format. This module works in collaboration with Revelo Core. This product is billed on a daily basis.	EA per Day	\$ 24.69	1% on \$300,000 to \$500,000	Yes	USA

## Terms and Conditions – SIN 132-51

### 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### 2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### 3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### 4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.



- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## 12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## 13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## 14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## 15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## 16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

See below for pricing and Labor category descriptions. All Prices include the 0.75% IFF

## SIN 132-51 - Labor Category Descriptions

### **Subject Matter Expert**

*Responsibilities:* Oversees the implementation and maintenance of cybersecurity-related measures throughout the project, to protect the confidentiality, integrity, and availability of systems and data. Establishes and documents cybersecurity policies in conformance with applicable Federal security laws, regulations, and guidelines, including but not limited to FISMA, FIPS, NIST publications, and OMB memorandums, as well as policies and guidelines published by federal agencies. Creates and maintains a system security plan and plans for data security (including encryption and treatment of sensitive or personally identifiable information), contingency planning (including backup and recovery), incident response, physical and online access control, vulnerability and penetration testing, anti-malware protection, configuration management, decommissioning of equipment, staff security training, and onboarding and offboarding of staff. Conducts Certification and Accreditation (C&A) activities and Continuing Security Assessments (CSAs), and responds to supplemental requests for security-related information. Plans, oversees, and tracks remediation for any Plans of Actions and Milestones (POA&Ms). Arranges suitable security awareness training and updates for program staff, including any agency-specific training prescribed for contractors. Works with other members of the security team and with project managers to have required security measures implemented on each project and confirms their implementation. Plans, conducts, reports on the outcomes of internal audits and interviews to verify that practices implementing required security measures are documented and are being followed. Plans for and tracks remediation of deficiencies discovered during audits and interviews. Reports to project management and corporate management about the state of the security profile and about concerns and issues as they arise.

*Education and Experience:* A Ph.D. in computer science, cybersecurity, information systems, business, or other pertinent discipline with at least 8 years of relevant work experience. A substitute requirement is to have a Master's degree in computer science, cybersecurity, information systems, business, or other pertinent discipline with at least 12 years of relevant work experience. Certification by an industry recognized cybersecurity authority (i.e., ISC2 or SANS Institute) is strongly desired.

### **Principal Associate**

*Responsibilities:* Provides leadership for large, complex projects, leading teams of other senior research and/or technical staff in developing solutions. Provides technical advice to other senior staff. Applies knowledge of other related disciplines to develop novel solutions, encouraging creative and imaginative thinking in multi-disciplinary teams. Responsibilities include the following: plan and manage the work of information systems project teams; conceptual design and development of training curricula; work with agency officials to facilitate organizational change programs and realize business goals; lead clients through streamlining, re-engineering and transforming business processes; managing contracts; ensure consistency of quality across multiple projects.

*Education and Experience:* Ph.D. and a minimum of 15 years of relevant management and supervisory experience. A substitute requirement is to have a Master's degree and a minimum of 20 years of relevant management experience.

### **Senior Associate**

*Responsibilities:* Assumes responsibility for large, complex projects that requires extensive subject matter knowledge. Developments and/or directs others to develop innovative and creative solutions to problems, questions, and issues under supervision of senior management. Leads interactions with clients and other experts and supervises junior staff. Responsibilities include the following: plan and manage the

work of information systems project teams; conceptual design and development of training curricula; work with agency officials to facilitate organizational change programs and realize business goals; lead clients through streamlining, re-engineering and transforming business processes; managing contracts.

*Education and Experience:* Ph.D. and a minimum of 10 years of relevant experience. A substitute requirement is to have a Master's degree and a minimum of 15 years of relevant management experience.

### **Associate**

*Responsibilities:* Applies strong analytical and technical skills to assist in implementing business solutions. Responsibilities include the following: develop functional and technical information system designs; supervise analysts in the development of software designs, computer programming, system testing or training curricula; lead business process redesign teams in the development of new business process architectures; design training programs for information system users; participate in quality reviews to ensure work complies with specified standards; develop team work plans; perform workflow analyses; design and manage databases; define information system requirements; assist in project budget preparation.

*Education and Experience:* Ph.D. A substitute requirement is to have a Master's degree and a minimum of 5 years of relevant management experience.

### **Analyst III**

*Responsibilities:* Applies strong analytical and technical skills to assist in implementing business solutions. Responsibilities include the following: document an agency program's "as-is" business process flows; design, code and test functional components of information systems according to project specifications; identify and document functional requirements for information systems; develop project documentation and user training materials according to program specifications; conduct user training sessions; prepare communications plans; produce database extracts; provide technical support to software development teams; perform program management support tasks, such as status reporting and work plan maintenance.

*Education and Experience:* Master's degree and a minimum of 2 years. A substitute requirement is to have a Bachelor's degree and 5 years of relevant experience.

### **Analyst II**

*Responsibilities:* Assists senior staff on projects. Responsibilities include the following: document an agency program's "as-is" business process flows; design, code and test functional components of information systems according to project specifications; identify and document functional requirements for information systems; develop project documentation and user training materials according to program specifications; conduct user training sessions; prepare communications plans; produce database extracts; provide technical support to software development teams; perform program management support tasks, such as status reporting and work plan maintenance.

*Education and Experience:* Bachelor's degree and a minimum of one year of relevant experience is required.

### **Analyst I**

*Responsibilities:* Assists senior staff on projects. Responsibilities include the following: document an agency program's "as-is" business process flows; design, code and test functional components of information systems according to project specifications; identify and document functional requirements for information systems; develop project documentation and user training materials according to program specifications; conduct user training sessions; produce database extracts; provide technical support to software development teams; perform program management support tasks, such as status reporting and work plan maintenance.

*Education and Experience:* Bachelor's degree.

### **Project Director**

*Responsibilities:* Plans, conducts, and manages projects utilizing integrated business information technology services. Requires advanced knowledge of the relevant science and the ability to apply new and unique methods and procedures to meet client's mission-oriented needs.

*Education and Experience:* Bachelor's degree and at least 7 years of experience in project management; managing multiple, complex projects and supervising multiple teams.

### **Information Services Manager**

*Responsibilities:* Primary responsibilities are client service delivery and operations execution on projects ranging in scope including, but not limited to: technology strategy, architecture and service management; IT security; systems integration; data analytics and visualization; application development and maintenance; help desk operations; infrastructure/network design and management; and cloud (e.g., software, platform, infrastructure as a service). Possess competencies in multiple IT technologies, business processes, or combination of both. Collaborates with project teams comprised of other consulting practitioners. Works independently to execute a portion of the project scope, and may perform as a project manager on IT engagements of moderate size complexity, or lead one or multiple work streams on large engagements. Leads deliverables and reviews the work of others for quality and accuracy. Teaches others on the project team about the client environment and mission, and overall project scope. Communicates project delivery schedule and milestones while maintaining productive and professional relationships with client. May perform analyses of a technical or non-technical nature.

*Education and Experience:* Bachelor's degree in computer science, information technology, or other pertinent discipline and at least 5 years of experience in the IT management field or in a related area including supervisory experience.

### **Senior Project Manager**

*Responsibilities:* Manages, coordinates and completes complex projects. Manages project activities and is a key point of contact with client executives. Assumes responsibility for project delivery and oversight of key technical enablers on projects and identification of needs for new tools. Conducts regular interaction and communications with the Contracting Officer's Technical and delegated government representatives. Maintains responsibility for managing technical solutions, delegating appropriate resources, and helping to ensure quality assurance principles are met across projects and deliverables.

*Education and Experience:* Bachelor's degree and at least 7 years of experience and pertinent certifications (i.e., Project Management Professional). Experience managing complex projects that includes technical integration. Maintains responsibility for managing project teams and daily operations of project development or serves in a role as a highly experienced technical expert, and helps to ensure client comfort and feasibility with designed solution.

### **Senior Programmer**

*Responsibilities:* Directs the design, development, implementation and maintenance of software applications and systems for projects using current technologies and software. Assumes responsibility for the quality of the applications and systems. Utilizes established approach for the development life cycle processes for planning, managing, and documenting project activities. Provides project with technical expertise based on education and professional work experience. May serve as a task lead on projects.

*Education and Experience:* Bachelor's degree in computer science, information technology, or other pertinent discipline and at least 5 years of experience in the field or in a related area; may require supervision of others. Experience in C# with ASP.NET or MVC, .NET, SQL Server and Transact-SQL; experience working with Visual Studio, Git and Microsoft TFS; understanding of object oriented programming concepts, design patterns, service oriented architecture and test-driven development; experience with

Software as a Service (SaaS) solutions a plus; experience working with integrating applications by accessing applications using API; experience developing applications in e-commerce platform preferred; Agile or Lean Software Development experience such as Scrum, test-driven development, and/or extreme programming methodologies; experience using automated testing tools such as xUnit, Gallio, RhinoMocks, Selenium, and/or other test automation tools; experience analyzing web and system logs, analyze system issues and recommend product enhancements; high degree of self-motivation to learn new methodologies that will enhance job performance as Senior Software Engineer; maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies; experience with configuring and administering projects in JIRA is a plus; experience supporting applications, maintenance, integration, data standardization.

### **Programmer**

*Responsibilities:* Develops, tests, implements and maintains software applications and systems for projects. Assumes increasingly complex project assignments; operates with increasing independence. Uses specifications provided by the task leader to develop software applications and systems. Assumes responsibility for the quality of the applications and systems produced. Participates in all phases of the software development lifecycle in accomplishing tasks. Familiar with data structures, software languages, development tools and applications.

*Education and Experience:* Bachelor's degree in computer science, information technology, or other pertinent discipline and at least 2 years of experience in the field or in a related area. Experience supporting applications, maintenance, integration, data standardization procedures and administrative processes; experience with custom web development; experience with application interface design; experience with graphics development; support requirements, analysis, planning and application/development documentation; end-user support; responsible for the maintenance and administration of the ASP.NET in-house applications and providing transitional application development and support; experience with MSSQL and database design concepts; experience with web technologies; must possess superior troubleshooting & performance management skills; excellent interpersonal and communications skills.

### **Database Administrator / Designer**

*Responsibilities:* Directs the design, development, implementation and maintenance of database applications and systems for projects, using current technologies and software. Utilizes established system development lifecycle processes for planning, managing, and documenting project activities. Interacts with project director and sponsors. Utilizes best practices in conducting project work. May serve as the lead database developer on projects.

*Education and Experience:* Bachelor's degree in computer science, information technology, or other pertinent discipline. A substitute requirement is to have equivalent work experience and certification preferred. At least 2 years designing, implementing and supporting database solutions in Access, Microsoft SQL Server, and Oracle; experience in open source development and technologies preferred. Proficient in Extracting, Transforming and Loading (ETL) data flows using SSIS; experience using SSIS Objects such as control flow components, data flow components, connection managers, event handlers and log providers; expertise creating stylish and purposefully designed reports using SSRS; solid knowledge in System Development Life Cycle (SDLC) and Database Life Cycle (DBLC); experience in business intelligence using SQL 2008/2012 and higher; experience building reports using 3rd Party Report Building Tools; experience in resolving issues related to IIS, DB or OS configurations related to Windows application deployment involving the above components.



**Information Technology Support Specialist**

*Responsibilities:* Translates technical information into clear, readable documents to be used by technical and non-technical staff and reviews the contents of technical documentation. Designs, develops, implements, and maintains documentation of software applications and systems for projects, using current technologies and software. Utilizes established system development lifecycle processes for planning, managing, and documenting project activities.

*Education and Experience:* Associate's degree in information technology, cybersecurity, or other pertinent discipline and at least 1 year of experience in the field or in a related area. A substitute requirement is to have equivalent work experience and pertinent certifications (i.e., Microsoft Certified IT Professional, MCSA/MCSE, Microsoft Certified Technology Specialist, AWS Certified DevOps Engineer – Professional, AWS Certified SysOps Administrator).





## SIN 132-51 – GSA Approved Labor Rates

SIN	APPROVED LABOR CATEGORY	YEAR 1 06/29/18 - 06/28/19
132-51	Project Director	\$ 219.61
132-51	Information Services Manager	\$ 213.76
132-51	Senior Project Manager	\$ 186.20
132-51	Senior Programmer	\$ 153.00
132-51	Programmer	\$ 131.75
132-51	Database Administrator / Designer	\$ 150.00
132-51	Information Technology Support Specialist	\$ 100.10
132-51	Subject Matter Expert	\$ 293.86
132-51	Principal Associate	\$ 220.56
132-51	Senior Associate	\$ 189.15
132-51	Associate	\$ 174.86
132-51	Analyst III	\$ 156.34
132-51	Analyst II	\$ 112.48
132-51	Analyst I	\$ 110.28

Note: All rates include the 0.75% Industrial Funding Fee (IFF)