CADENCE GROUP ASSOCIATES, INC.
GENERAL SERVICES ADMINISTRATION Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule: Refresh 005
Consolidated Schedule Number: GSA MAS ITC
Contract Number: 47QSMA18D08QV
Period of Performance: 08/02/2018 to 08/01/2023
Supplement No. A826 dated 11/20/2020

SIN 54151S Information Technology Professional Services PSC Code D399
SIN 54151HEAL Health Information Technology Services PSC Code D399
SIN 541611O Office Management Needs Assessment and Analysis Services PSC Code R799
SIN 493110RM Physical Records Management Services PSC Code R616
SIN 518210ERM Electronics Records Management Solutions PSC Code R617
SIN OLM Order-Level Materials (OLM) PSC Code 0000

Business Size: Woman Owned Small Business (WOSB)
Internet Address: www.cadence-group.com

CADENCE GROUP ASSOCIATES, INC.
1095 Zonolite Rd. Suite 105, Atlanta, GA 30306
Tina T Baker, President (404) 874-0544

DUNS: 80-110-9984
Cage Code: 1D9B5
Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS)

FSC Group: Large Categories

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: GSAA Venture.gov.

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

SIN 54151S Information Technology Professional Services
PSC Code D399
Maximum Order Limit (MoL): $500,000.00
NAICS Codes:

541511 Custom Computer Programming Services
541512 Computer Systems Design Services
541513 Other Computer Related Services

SIN 54151HEAL Health Information Technology Services
PSC Code D399
Maximum Order Limit (MoL): $500,000.00
NAICS Codes:

541511 Custom Computer Programming Services
541512 Computer Systems Design Services
541513 Other Computer Related Services

SIN 541611O Office Management Needs Assessment and Analysis Services
PSC Code: R799
Maximum Order Limit (MoL): $1,000,000.00
NAICS Codes: 541611

SIN 493110RM Physical Records Management Services
PSC Code: R616
Maximum Order Limit (MoL): $1,000,000.00
NAICS Codes: 493110

SIN 518210ERM Electronics Records Management Solutions
PSC Code: R617
Maximum Order Limit (MoL): $1,000,000.00
NAICS Codes: 518210
SIN OLM  Order Level Materials (OLM)
PSC Code 0000
Maximum Order Limit (MoL): $250,000.00
NAICS Codes: None

Contract Number: GS35F0482P
Period of Performance: 4/27/2019 to 4/26/2024

Contract Number: 47QSMA18D08QV
Period of Performance: 08/02/2018 to 08/01/2023

Contractor:  CADENCE GROUP ASSOCIATES, INC.
1095 Zonolite Rd. Suite 105
Atlanta, GA  30306
(404)874-0544
Toll Free (888) 346-8125
Fax (404) 874-0541

info@cadence-group.com
http://www.cadence-group.com

TIN:  58-2008730
Cage Code:  1D9B5

Business Size: Small, Woman-Owned Business

Note:  All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
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CORPORATE OVERVIEW

Cadence Group Associates, Inc. and its parent company, The Cadence Group, Inc., are private, woman-owned small businesses founded by Tina Teree Baker, the President of both companies. Cadence Group provides a broad range of information management and consulting services nationwide. The parent company operates in the private sector while the affiliate, Cadence Group Associates, Inc. (CGA), serves clients in federal government with a sincere desire to support their mission.

CGA is a certified women-owned small business (WOSB). With a focus on Information Technology, CGA has over 25 years of experience providing Information Management Services to its government clients and consistently receives excellent service ratings from them. The Headquarters office is in Atlanta, GA and CGA has also maintained an office in Washington D.C. since 2007.

SERVICES PROVIDED

By combining research and data analysis, systems and information architecture, web development and communications, regulatory compliance, information governance, security, records management, library science, knowledge management, user experience, training and technology services, Cadence Group helps corporate and government clients effectively organize, govern, and communicate information. With the help of our expertise, clients optimize and protect information assets while maintaining regulatory compliance.

Our staff has many years of experience in technology/information management, information governance, records management and library services, and our executive team is comprised of experienced managers, systems architects, programmers, and library professionals who have the technical, library, business, and financial expertise required to manage information technology specialists and services within the federal contracting arena. CGA provides information and technology consulting professionals through its GSA contract.

CGA has been working with federal agencies since 1992. In that time, our clients have included multiple Public Health, Civilian, and Department of Defense agencies. A Woman Owned Small Business, Cadence Group has a proven track record of bringing highly qualified teams with the technical skills and mission knowledge necessary to deliver results. In addition to our Information Management services, we partner with other Federal contractors to work on our government projects, providing the expertise of multiple organizations at the cost of one. Although the bulk of our work has been with federal agencies, we have also worked with agencies at the local and state level.

CGA has past and/or current prime contractor performance for the Centers for Disease Control and Prevention (CDC), U.S. Department of Justice (DOJ), National Aeronautics and Space Administration (NASA), and US Department of the Army; and, provides services under multiple agency-wide vehicles, including: CDC-CIMS and EPA-IMCS IV. CGA has been providing Health IT services since 1992 and has been a prime contractor at the Centers for Disease Control and Prevention from 1992 until present. We are a prime contractor on the CDC Information Management Service (CIMS) IDIQ contract. In addition, we work with our parent company to service clients in the commercial Heath industry (healthcare, bio-medical, pharmaceutical).
INFORMATION FOR ORDERING ACTIVITIES

Applicable to all Special Item Numbers

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage™ online shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage™, and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:
The 50 states, District of Columbia, and Puerto Rico.

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:
Cadence Group Associates, Inc.
1095 Zonolite Road, Suite 105
Atlanta, GA 30306

Cadence Group Associates, Inc. is required to accept credit cards for payments equal to or less than the micro-purchase for oral or written orders under this contract. Credit cards will not be acceptable for payment above the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance:
Phone number: 404-874-0544

3. LIABILITY FOR INJURY OR DAMAGE
Cadence Group Associates, Inc. shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of Cadence Group Associates, Inc.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:
Block 9: G. Order/Modification under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 80-110-9984
Block 30: Type of Contractor: B. Other Small Business
Block 31: Woman-Owned Small Business - YES
Block 36: Contractor's Taxpayer Identification Number (TIN): 58-2008730
   a. CAGE Code: 1D9B5
   b. Contractor is registered with System for Award Management (SAM).

5. FOB DESTINATION

6. DELIVERY SCHEDULE
   a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

      SPECIAL ITEM NUMBER
      SIN 54151S, SIN 54151HEAL, SIN 493110RM, SIN 518210ERM, SIN 541611O, SIN OLM

      DELIVERY TIME (Days ARO)
      As negotiated with ordering Agency

   b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.
   a. Prompt Payment – none
   b. Quantity – none
   c. Dollar Volume - none
   d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
   e. Other – none

8. TRADE AGREEMENTS ACT OF 1979, as amended:
   All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: None

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is $100.00

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)
   a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
      Special Item Number 54151S - Information Technology Professional Services
      Special Item Number 54151HEAL – Health Information Technology (IT) Services
   b. The Maximum Order value for the following Special Item Numbers (SINs) is $1,000,000:
      SIN 541611O Office Management Needs Assessment and Analysis Services PSC
SIN 493110RM Physical Records Management Services
SIN 518210ERM Electronics Records Management Solutions
c. The Maximum Order value for the following Special Item Numbers (SINs) is $250,000:
SIN OLM Order-Level Materials (OLM)

12. ORDERING PROCEDURES FOR FEDERAL SCHEDULE CONTRACTS
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
1. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
2. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable “FIPS Publication.” Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable “FED-STD.” Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS/SPECIAL REQUIREMENTS:
(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed
under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges. NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

(i) Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws which are usually assessed at time and a half of the labor rate.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity’s convenience, and (m) Termination for Cause (See 52.212.4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors’ schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:
Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Internet Explorer). The Internet address is http://www.gsaadvantage.gov

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if:

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: None

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. 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 BPA and should
be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405.3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act will apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 54151S, SIN 54151HEAL, or SIN OLM.

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: N/A

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from ______ dated ______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S AND 54151HEAL)

Following are the Terms and Conditions applicable to Information Technology (IT) Professional Services (Special Item Number 54151S and 54151HEAL):

1. SCOPEx
   a. The prices, terms and conditions stated under Special Item Number SIN 54151S, SIN 54151HEAL, SIN OLM 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.

d. The above procedures do not apply to Time and Material or labor hour orders.

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 Professional 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


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 SIN 54151S, SIN 54151HEAL, SIN OLM 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.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure, and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, and conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science
## MAS CONSOLIDATED PRICE LIST

### SIN 54151S - Information Technology (IT) Professional Services

<table>
<thead>
<tr>
<th>Position</th>
<th>8/02/19 - 8/01/20</th>
<th>8/02/20 - 8/01/21</th>
<th>8/02/21 - 8/01/22</th>
<th>8/02/22 - 8/01/23</th>
<th>8/02/23 - 8/01/24</th>
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<tbody>
<tr>
<td>Systems/Information Consultant II</td>
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<td>$206.92</td>
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<td>Information Manager</td>
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<td>$86.03</td>
<td>$86.89</td>
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<tr>
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<tr>
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<tr>
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<td>Information Technician</td>
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### SIN 54151HEAL - Health Information Technology Services

<table>
<thead>
<tr>
<th>Position</th>
<th>8/02/19 - 8/01/20</th>
<th>8/02/20 - 8/01/21</th>
<th>8/02/21 - 8/01/22</th>
<th>8/02/22 - 8/01/23</th>
<th>8/02/23 - 8/01/24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Business Process Analyst</td>
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<tr>
<td>Health Marketing / Technical Communication Specialist</td>
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### SIN 541611O Office Management Needs Assessment and Analysis Services

### SIN 493110RM Physical Records Management Services

### SIN 518210ERM Electronics Records Management Solutions

<table>
<thead>
<tr>
<th>Position</th>
<th>8/02/19 - 8/01/20</th>
<th>8/02/20 - 8/01/21</th>
<th>8/02/21 - 8/01/22</th>
<th>8/02/22 - 8/01/23</th>
<th>8/02/23 - 8/01/24</th>
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</thead>
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<td>General Indexer</td>
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<td>$42.23</td>
<td>$42.65</td>
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</tr>
<tr>
<td>Information Technician</td>
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<td>$36.80</td>
<td>$37.17</td>
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<td>$37.92</td>
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</table>
**The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).**

### LABOR CATEGORY DESCRIPTIONS

**SIN 54151S – Information Technology (IT) Professional Services**

**Job Title: Systems/Information Management Consultant II**

**Minimum Experience:** Requires a minimum of ten (10) years’ experience in information services, systems, and/or software development (at least 2-5 of which must have been in a leadership role). Experience in designing, implementing, and/or managing complex information management strategies/solutions. Demonstrates ability to analyze enterprise-wide information organization problems and propose effective solutions or demonstrates ability to analyze business needs and design system specifications for enterprise-wide information management solutions. Must have excellent written and oral communication skills. Must demonstrate the ability to work independently or under minimal direction. General experience includes increasing responsibilities in the design and management of information solutions.

**Functional Responsibility:** Functional responsibilities may include but are not limited to: Performs enterprise-wide assessments and/or provides expert advice and recommendations in support of enterprise-wide information management strategies. Responsible for successful management of contracted information management services, including contract procedures and deliverables, planning and program development, analysis of problems, strategies, processes, and communication. Develops information access strategies and workflow for complex environments including electronic documents and messages, web content, paper records, archival material, and databases. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs systems analysis and design. Performs logical and physical database design. Performs other Technical duties as required. Performs Project Management responsibilities including assigning, scheduling, and reviewing work of subordinates. Provides supervisory and technical direction to programmer analysts, web designers, database designers, and information managers during project design, development, training, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget.

**Minimum Education:** Masters’ degree in computer science, library or information science. Equivalent experience in place of degree is acceptable. Appropriate certifications from nationally recognized industry associations required.
Job Title: Systems/Information Management Consultant I

Minimum Experience: Requires a minimum of eight (8) years experience in information services, systems, and/or software development. Experience in designing, implementing, and/or managing of information solutions. Demonstrates ability to analyze complex information organization problems and propose effective solutions or demonstrates ability to analyze business needs and design system specifications for complex information management solutions. Must have excellent written and oral communication skills. Demonstrated ability to work independently or under minimal direction. General experience includes increasing responsibilities in the design and management of information solutions.

Functional Responsibility: Functional responsibilities may include but are not limited to: Performs assessments and/or provides expert advice and recommendations in support of information management strategies. Responsible for successful management of contracted information management services, including contract procedures and deliverables, planning and program development, analysis of problems, strategies, processes, and communication. Develops information access strategies and workflow for complex environments including electronic documents and messages, web content, paper records, archival material, and databases. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs systems analysis and design. Performs logical and physical database design. Performs other Technical duties as required. Performs Project Management responsibilities including assigning, scheduling, and reviewing work of subordinates. Provides supervisory and technical direction to programmer analysts, web designers, database designers, and information managers during project design, development, training, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget.

Minimum Education: Masters’ degree in computer science, library or information science. Equivalent experience in place of degree is acceptable. Appropriate certifications from nationally recognized industry associations preferred.

Job Title: Systems/Information Architect

Minimum Experience: Requires a minimum of six (6) years experience in information services, systems, and/or software development. Experience in designing, implementing, and/or managing of information solutions. Demonstrates ability to analyze complex information organization problems and propose effective solutions or demonstrates ability to analyze business needs and design system specifications for complex information management solutions. Must have excellent written and oral communication skills. Must demonstrate the ability to work independently or under minimal direction. General experience includes increasing responsibilities in the design and management of information solutions.

Functional Responsibility: Functional responsibilities may include but are not limited to: Performs assessments and/or provides expert advice and recommendations in support of agencies’ information management strategies and business processes related to the use and reuse of information. Performs systems analysis and design. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs logical and physical database design. Develops information access strategies for complex environments including electronic content, web links, paper records, archival material, and databases. Performs Project Management responsibilities including scope, time, cost, quality, integration, risk, and
communication management. Provides supervisory and technical direction to programmers, web designers, and database designers during project design, development, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget. Performs systems maintenance and tuning to ensure maximum performance of system.

Minimum Education: Masters’ degree in computer science, library or information science. Equivalent experience in place of degree is acceptable.

Job Title: Information Manager

Minimum Experience: Requires a minimum of five (5) years of experience in an information management setting such as a digital information center, library, or records center with increasing responsibilities related to planning for information services and systems, project implementation, collection management, and staff utilization. Additionally, a minimum of two (2) years administrative or management experience is required. Experience collecting, analyzing, and interpreting information needs and resources is desirable. Experience developing information management policies, procedures, and processes required to support complex information management needs is desirable. Excellent analytical, organizational, verbal and communication skills are required.

Functional Responsibility: Provides oversight of an information management setting such as a digital information center, library, or records center. Functional responsibilities may include but are not limited to: Oversight of daily operations based on established standards and procedures. Training on the information management system and development of training materials for staff and users. Oversight of data quality control. Development of policy and procedures manuals. Daily supervision and direction of personnel. Planning and management of information projects, programs, outreach, marketing, and public relations activities, budgeting, strategic planning and staff utilization. Technical services such as the evaluation of information resources and systems, analysis of information needs and access requirements and development or modification of information systems, vocabularies, collection plans, classification schedules, and retention schedules. Development of new information management solutions that address the user requirements and apply cost effective and efficient technologies and processes.

Minimum Education: Masters’ degree in computer science, library or information science, or business administration. Outside of formal library environments, equivalent experience in place of degree is acceptable.

Job Title: Senior Librarian/Professional Information Specialist

Minimum Experience: Minimum of five years administrative or managerial position, which may include program or project management. Additionally, this position may be filled based on five years of experience in a technical position such as reference or technical services with increasing responsibilities related to planning for information services and systems, project implementation, collection management, and staff utilization. General experience includes participation in or responsibility for planning, budgeting, and personnel supervision. May require reading ability of a foreign language or advanced knowledge of special subject tools and resources.

Functional Responsibility: Plans and implements information projects, programs, or library services. In an administrative position, responsible for providing information services, collections, staff and user training and orientations, outreach, marketing and public relations
activities to meet the objectives of the organization and users served. Library or information center management includes responsibility for budgeting, strategic planning and personnel. In a research position, designs and implements short-term and long-term research assignments requiring a high level of expertise in information tools, resources, and methods. Responsible for organizing, analyzing and reporting information research results that convey an overview and detailed description as required of the information infrastructure of a topic or discipline. In a technical services position, designs and implements information processing systems that provide access to materials in scope for the organization served. This may require research-of existing information systems and vocabularies or thesauri, and development of new systems that target unique content or materials, and apply new technologies.

**Minimum Education:** Masters’ degree in computer science, library or information science, or business administration. Outside of formal library environments, equivalent experience in place of degree is acceptable.

**Job Title: Programmer Analyst**

**Minimum Experience:** Requires a minimum of three (3) years experience in software design and development.

**Functional Responsibility:** Designs, develops, and tests software. Functional responsibilities may include but are not limited to: Leads business process analyses, needs assessments and cost/benefits analyses. Directs program development/analysis in complex applications and systems. Develops simple data models and user interfaces for basic database tools, such as MS Access or DB/TextWorks. Uses knowledge of specific applications and data processing concepts to design program solutions to business problems. Recommends the redesign of programs, investigates and analyzes feasibility and program requirements and develops programming specifications.

**Minimum Education:** Bachelors’ degree in computer or information science or other related discipline. Equivalent experience in place of degree is acceptable.

**Job Title: Web Designer**

**Minimum Experience:** Requires a minimum of two (2) years experience in the development of web solutions and a demonstrated proficiency in Web page analysis, design, and creation of graphics and HTML.

**Functional Responsibility:** Designs, develops and maintains Web sites using HTML; graphics and animation software such as Adobe Photoshop, Illustrator, and Flash; and web development tools such as Dreamweaver and Frontpage. Functional responsibilities may include but are not limited to: Analyzes and determines project definition, scope objectives and requirements of web designs by meeting with client. Designs visual presentation for web sites based on goals, targeted audiences, and content. Creates graphics, animations, and HTML content.

**Minimum Education:** Bachelor's degree in library or information science or fine arts. Equivalent experience in place of degree is acceptable.

**Job Title: Web Content Manager**

**Minimum Experience:** Requires a minimum of two (2) years experience working in a library or resource center or in a setting in which the primary responsibility is in acquiring, organizing, and disseminating information. Knowledge of Internet, industry-standard computer operating
systems and network protocols. Demonstrated proficiency in Web page maintenance and content research.

**Functional Responsibility:** Administrates and maintains Web sites using web development software such as Dreamweaver and Front-page. Working knowledge of HTML. Functional responsibilities may include but are not limited to: Determines objectives and requirements of client and target audience. Performs research and collects and organizes content to meet those objectives. Reformats content for web delivery and creates meta-data tags for the content based on a defined taxonomy or controlled vocabulary (if available).

**Minimum Education:** Bachelor's degree (BS/BA) in library or information science or in a discipline related to the contract. Equivalent experience in place of degree is acceptable.

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**Job Title: Indexer/Abstracter**

**Minimum Experience:** Requires a minimum of four (4) years experience in a setting which is primarily responsible for the acquisition and organization of information. Experience with library, records, and/or document repositories and their indexing processes is required. Capable of indexing, sorting and analyzing documents or records.

**Functional Responsibility:** Organizes, analyzes, indexes and abstracts content. Functional responsibilities may include but are not limited to: Analyzes content and accurately assigning keywords or topics using a taxonomy or controlled vocabulary. Creates summaries or abstracts of content as required. Assigns all required meta-data and inputs in the appropriate format. Organizes and sorts original materials as needed. Works with paper and electronic content.

**Minimum Education:** Bachelor's degree (BS/BA) in library science, English, journalism, or in a discipline related to the contract. Equivalent experience in place of degree is acceptable.

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**Job Title: General Indexer**

**Minimum Experience:** Requires a minimum of two (2) years experience in a setting which is primarily responsible for the acquisition and organization of information. Data entry experience is required. Capable of indexing and sorting documents or records.

**Functional Responsibility:** Organizes and indexes content. Functional responsibilities may include but are not limited to: Assigns all required meta-data and inputs in the appropriate format. Organizes and sorts original materials as needed. Works with paper and electronic content.

**Minimum Education:** Bachelor's degree (BS/BA) or equivalent experience in place of degree is acceptable.

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**Job Title: Information Technician**

**Minimum Experience:** Minimum of two years experience with records management or records management or document control or associated library work to include management of both manual and automated information systems as well as a variety of software packages for database management and project management. Familiarity with library, records, and/or document collection center requirements and processes is also required. Good numerical, organizational, and human relations skills as well as good verbal and communication skills are required.
Functional Responsibility: Responsible for indexing, sorting, and analyzing active and inactive documents. Oversees the filing, retrieving, and scanning of specific documents and collections. Responds to customers seeing information about historical collections using both manual and automatic systems. Provides assistance with the circulation and distribution of documents, publications, and other materials to other staff, agencies, and organizations. Applies established access controls to information holdings.

Minimum Education: Associate degree or college coursework preferable.

SIN 54151HEAL Health Information Technology Services

Health Business Process Analyst

Job Summary:
The Health Business Process Analyst provides the link between the technical systems and business processes in Health IT by ensuring that the business process workflows and technical solutions being developed will satisfy the needs of the business. The individual partners with business, architecture, and infrastructure, and oversees all levels to ensure business area satisfaction.

Functional Responsibilities:
• Analyzes processes and re-engineering alternatives, with an understanding of Health IT problems and solutions as they relate to the current and future business environment.
• Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams.
• Recommends and facilitates quality improvement efforts.
• Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.
• Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.
• Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.

Minimum/General Experience and Years of Experience:
• Five (5) years of relevant experience.
• Experience should include: business process mapping, business requirements gathering, business intelligence analysis, technology management, business systems integration, risk management, and soft skills
• Experience in designing, implementing, and/or managing business process and performance solutions
• Experience working with federal agencies supporting public health programs desired
• Familiarity with one or more enterprise business process management platforms from: Microsoft, Oracle, IBM, SAS, etc.
• Demonstrated understanding of relevant regulatory requirements preferred
• Experience using collaborative document-sharing platforms (e.g., MS SharePoint) preferred

Educational Requirements:
• Bachelor’s degree
**Health Project Lead**

**Job Summary:**
The Health Project Lead oversees Health IT Services from original concept through final implementation while acting as primary client interface. This individual also manages project operations and ensures production schedules are met, and that resources are used effectively through project tracking and analysis.

**Functional Responsibilities:**
- Develops detailed work plans, schedules, project estimates, resource plans, and status reports
- Defines, acquires, and assigns resources; develops and gains approval of project plans and budgets
- Develops work breakdown structure; monitors and reviews project progress, adjusting schedules and plans as necessary
- Coordinates the fulfillment of task order deliverables
- Manages Quality Control activities or coordinates activities with a Quality Control Manager.
- Conducts cost/benefit analyses and risk assessments; evaluates alternatives for project implementation
- Conducts project meetings and is responsible for project tracking and analysis
- Provides status reports, client briefings, reports, schedules, and cost estimates
- Assures and maintains client communications, relationships, and satisfaction; bridges any communication gaps between team members, the client, and technical resources and/or vendors
- Performs assessments and makes recommendations in support of health information management strategies
- Holds responsibility for successful management of contracted information management services
- Develops monthly performance (cost and schedules) reports
- Creates and fosters an environment of teamwork, collaboration and professionalism among the Cadence Group team and with the client
- Assists in the preparation of management plans and reports
- Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual obligations

**Minimum/General Experience and Years of Experience:**
- Five (5) years of experience.
- Experience related to public health, electronic health records, health information exchanges, health analytics, health research, or other Health IT services preferred
- Proficiency in the Microsoft Office suite is required; MS Project experience or another project management tool is required
- Must possess analytical skills and have the ability to creatively resolve issues
- Must possess excellent technology and organizational skills
- Excellent communication skills (verbal and written) a must
- Ability to work will all levels of associates and management and build relationships with internal/external clients/partners

**Educational Requirements:**
- Bachelor’s degree

**Health Systems Analyst**

**Job Summary:**
The Health Systems Analyst ensures that the technical solutions being developed will satisfy the requirements of the business. The individual partners with business, architecture, and infrastructure, and oversees system design and implementation to ensure business area satisfaction.

**Functional Responsibilities:**
- Performs systems analysis and design; analyzes requirements for IT support
- Develops plans for Health IT systems
- Specifies computer programs and functions that meet the system design
• Prepares flow charts and diagrams
• Provides technical guidance to other project members
• Evaluates and modifies existing programs to address required changes
• May performs system development activities; i.e., design, configuration, change, and release management
• Assists in the research of new hardware and software
• Upgrades older systems when necessary to maintain configuration management
• Provides user assistance with new systems and IT services to include introducing new features and troubleshooting any software and hardware related problems
• Participates in the testing of new software and hardware and development of implementation plans
• Ensures that all systems comply with current configuration management, security and networking guidelines
• Documents functional, usability, reliability, performance and support requirements of a system
• Creates and performs feature testing and determines environmental needs

Minimum/General Experience and Years of Experience:
• Five (5) years of relevant experience.
• Experience should include: technology management, software development, testing, and documentation, information systems administration, data processing, and soft skills
• Experience in designing, implementing, and/or managing information solutions
• Experience working with federal agencies supporting public health programs desired
• Familiarity with one or more of the following languages: SQL, Java, .NET, PHP, HTML, CSS, C#, VB.Net, JavaScript (and commonly used JavaScript libraries), Python
• Experience using collaborative document-sharing platforms (e.g., MS SharePoint) preferred
• Experience with database management software a plus

Educational Requirements:
• Bachelor’s degree

Health Computer Programmer II

Job Summary:
The Health Computer Programmer designs, develops, and/or implements system solutions to meet business requirements.

Functional Responsibilities:
• Provides development services for Health IT applications
• Specifies computer programs and functions that meet the system design
• Designs programs and prepares flow charts
• Verifies accuracy and completeness of programs by preparing sample data and coordinating test runs
• Corrects program errors by revising instructions or altering operating run procedures
• Evaluates and modifies existing programs to address required changes
• Upgrades older systems when necessary to maintain configuration management
• Provides user assistance with new systems and IT services to include introducing new features and troubleshooting any software and hardware related problems
• Participates in the testing of new software and hardware
• Ensures that all systems comply with current configuration management, security and networking guidelines
• Documents functional, usability, reliability, performance and support requirements of a system

Minimum/General Experience and Years of Experience:
• Three (3) years of relevant experience.
• Experience should include: software development, testing, and documentation, information systems administration, data processing, and soft skills
• Experience in designing, implementing, and/or managing information solutions
• Experience working with federal agencies supporting public health programs desired
• Familiarity with one or more of the following languages: SQL, Java, .NET, PHP, HTML, CSS, C#, VB.Net, JavaScript (and commonly used JavaScript libraries), Python
• Experience using collaborative document-sharing platforms (e.g., MS SharePoint) preferred
• Experience with database management software a plus

Educational Requirements:
• Bachelor’s degree

Health Marketing / Technical Communication Specialist

Job Summary:
The Health Marketing/Technical Communications Specialist is responsible for contributing to the design, development, rollout, and evaluation of health communication and marketing campaigns including products such as websites, fact sheets, infographics, advertisements, and social media campaigns. The Technical Health Marketing Communications Specialist can serve in both technical and health communications roles, planning and implementing changes to websites and other media to support the goals of the Health IT Services program.

Functional Responsibilities:
• Works with client to define detail requirements, objectives, and deliverables.
• Assist in moderating focus groups for public health message testing and feedback as needed
• Write, edit and collaborate with graphic artists, audio/visual producers, and/or new media designers to produce and disseminate a range of materials potentially including Q and As, fact sheets, matte articles, press releases, web content, and text for internet/new media
• Collect and assemble data related to the evaluation of campaigns or other activities/strategies
• Design printed and/or digital materials and participate in development of advertising campaigns that contain public health messages
• Respond to media information requests and assist in promotion and communication for special public health related conferences and other events as needed
• Develop and implement strategic planning and evaluation of communication and marketing activities that achieve optimal results for promoting the value of public health communications programs
• Analyze, develop, and present approaches to developing communication strategies to reach and engage health IT services and public health professionals
• Provide leadership, advice, and technical assistance in the planning and development of marketing priorities, strategies, and practices for effective public health awareness programs
• Develop health marketing campaigns
• Evaluate the reach and impact of health communication and marketing efforts
• Identify copyright free images; assist with layout and graphics

Minimum/General Experience and Years of Experience:
• Three (3) years of relevant experience
• Experience in web design
• Experience developing health communication and marketing materials for a variety of platforms, including websites and social media
• Ability to work with professionals with a variety of expertise, education, and training
• Familiarity with Health IT Services including health informatics, health information exchanges, electronic health records, health analytics, and/or personal health information management preferred
• Training in health communication assessment tools a plus
• Knowledge of Section 508 compliance requirements preferred

Educational Requirements:
• Bachelor’s degree

Public Health Analyst
Job Summary:
The Public Health Analyst provides technical and programmatic support of public health systems.

Functional Responsibilities:
- Develop and oversee data management systems
- Communicates with project areas regarding study activities and protocols
- Analyzes data and produces technical reports, presentations and publications
- Assists in the review of study data for data quality
- Organizes study files, including data and correspondence files
- Performs scientific, medical and research literature searches in fields such as Behavioral and Social Sciences, Epidemiology, and Laboratory
- Provides analytic support to multi-disciplinary teams in order to accomplish public health research and program goals

Minimum/General Experience and Years of Experience:
- Two years (2) of relevant experience.
- Solid analytical and organizational skills
- Excellent technology skills
- Verbal communication skills

Educational Requirements:
- Bachelor’s degree

Health Indexer

Job Summary:
The Indexer/Analyst collects, analyzes, indexes, and secures information found in a variety of formats to make searching for health information easier. This individual is technically capable and leverages software tools to deliver solutions.

Functional Responsibilities:
- Uses knowledge of sources of information to obtain access to and collect information
- Utilize health science data and knowledge-bases, including sources such as Web of Science, Scopus, and Pub Med, to collect and index relevant data.
- Performs analysis of content to determine what information supports the organization’s programs
- Classifies and indexes information, accurately assigning keywords and all required meta data using a controlled vocabulary
- Creates summaries or abstracts of content
- Searches and analyzes resources in response to complex requests
- Configure, load, test and implement new systems
- Formulated search/access strategies
- Configured system settings to make system more accurate and efficient.
- Instructs users on how and where to access relevant information and how to leverage available software.
- Reviews user entitlement and ensures proper access privileges

Minimum/General Experience and Years of Experience:
- Two (2) years of relevant experience
- Experienced in analyzing and indexing information
- Accurate data-entry skills
- Solid analytical and organizational skills
- Excellent technology skills
- Verbal communication skills

Educational Requirements:
- Associate’s degree or, due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will be provided per the approval of the federal agency acquiring the service.
EXPERIENCE AND EDUCATIONAL SUBSTITUTION EQUIVALENCIES

Experience exceeding the minimum shown may be substituted for education and relevant education exceeding a Bachelor’s Degree may be substituted for years of experience as described below.

- **Associate’s**: 2 years relevant experience or;
- **Bachelor’s**: Associate’s degree plus 2 years relevant experience or 4 years relevant experience or;
- **Master’s**: Bachelor’s plus 2 years relevant experience or Associate’s degree plus 4 years relevant experience or 6 years relevant experience

SIN 541611O
Office Management Needs Assessment and Analysis Services
SIN 493110RM
Physical Records Management Services
SIN 518210ERM
Electronics Records Management Solutions

**General Indexer**

**Functional Responsibility**: Works with paper and electronic content. Organizes, classifies, and tags content based on pre-defined standards and procedures. Assigns all required meta-data and inputs in the appropriate format. Organizes and sorts original materials as needed.

**Minimum Education**: Bachelor’s
**Minimum Experience**: 2 years

**Indexer/Records Analyst**

**Functional Responsibility**: Acquires, organizes, analyzes, indexes, and abstracts content. Analyzes content, classifies, and accurately assigning keywords or topics using a taxonomy or controlled vocabulary. Creates summaries or abstracts of content as required. Assigns all required meta-data and inputs in the appropriate format. Researches and analyzes complex questions and issues associated with the classification of information. Organizes and sorts original materials as needed. Works with paper and electronic content.

**Minimum Education**: Bachelor’s
**Minimum Experience**: 4 years

**Information Manager**

**Functional Responsibility**: Manages information assets such as those maintained within a digital library or information center, oversight of daily operations based on established policy, project management, and the development of standards and procedures. Trains the information management system and development of training materials to staff and users. Oversees data Quality Control (QC). Develops policy and procedures manuals. Daily supervision and direction of personnel. Planning and management of information projects, programs, outreach, marketing, and public relations activities, budgeting, strategic planning, and staff utilization. Technical services such as the evaluation of information resources and systems, analysis of information needs, and access requirements and modification of information systems, vocabularies, collection plans, classification schedules, and retention schedules.

**Minimum Education**: Bachelor’s
**Minimum Experience**: 7 years
Information Specialist

**Functional Responsibility:** Sorting and organizing information resources. The IS responds to customers seeking information about digital and physical storage items using both manual and automatic systems. He/she supports the circulation and distribution of documents and other content. The IS is responsible for sorting documents and boxes for offsite storage, and supports offsite storage management, responsible for resolving issues and answering questions.

**Minimum Education:** Associate’s

**Minimum Experience:** 2 years

Information Technician

**Functional Responsibility:** Responsible for sorting, scanning/OCR, uploading, tagging, filing, and retrieving specific documents and collections. Provides assistance with customer service, circulation, and distribution of documents and information. Applies established access controls to information holdings.

**Minimum Education:** Associate’s

**Minimum Experience:** 2 years

Project Manager

**Functional Responsibility:** Manages projects, ensures production schedules are met, and that resources are used effectively through project tracking and analysis. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Defines, acquires, and assigns resources; develops and gains approval of project plans and budgets. Develops work breakdown structure; monitors and reviews project progress, adjusting schedules and plans as necessary. Coordinates the fulfillment of deliverables. Manages QC activities or coordinates activities with a Quality Control Manager. Conducts cost/benefit analyses and risk assessments; evaluates alternatives for project implementation. Conducts project meetings and is responsible for project tracking and analysis. Provides status reports, client briefings, reports, schedules, and cost estimates. Assures and maintains client communications, relationships, and satisfaction; bridges any communication gaps between team members, the client, and technical resources and/or vendors. Performs assessments and makes recommendations in support of records information management strategies. Holds responsibility for successful management of contracted information management services. Develops monthly performance (cost and schedules) reports. Creates and fosters an environment of team work, collaboration and professionalism among the Cadence Group team and with the client. Assists in the preparation of management plans and reports. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual obligations.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 7 years

Records Center Manager

**Functional Responsibility:** Supports a department, branch, or office with records and image collections. Support user training and orientations and outreach to meet the objectives of the organization and users served. Performs technical duties such as servicing records/information requests; development of procedures, collection, and inventory management; organization and classification; indexing and abstracting; and database development. Responsibilities may include budgeting, strategic planning, and personnel. In a technical services position, designs and implements information processing systems and ensures records retention compliance.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

Records Clerk
Functional Responsibility: Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment. Provides information and document management services, such as responding to requests regarding documents and records. Refers persons requiring professional assistance to appropriate staff.

Minimum Education: High School
Minimum Experience: 2 years

Records/Information Management Consultant I

Functional Responsibility: Performs assessments and/or provides expert advice and recommendations in support of information management strategies. Responsible for successful management of contracted information management services, including contract procedures and deliverables; planning and program development; and analysis of problems, strategies, processes, and communication. Develops information access strategies and workflow for complex environments including electronic documents and messages, web content, paper records, archival material, and databases. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs systems analysis and design. Performs logical and physical database design. Performs other technical duties as required. Performs Project Management responsibilities including assigning, scheduling, and reviewing work of subordinates. Provides supervisory and technical direction to Programmer Analysts, Web Designers, Database Designers, and Information Managers during project design, development, training, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget.

Minimum Education: Bachelor’s
Minimum Experience: 10 years

Records/Information Management Consultant II

Functional Responsibility: Performs enterprise-wide assessments and/or provides expert advice and recommendations in support of enterprise-wide information management strategies. Responsible for successful management of contracted information management services, including contract procedures and deliverables; planning and program development; and analysis of problems, strategies, processes, and communication. Develops information access strategies and workflow for complex environments including electronic documents and messages, web content, paper records, archival material, and databases. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs systems analysis and design. Performs logical and physical database design. Performs other technical duties as required. Performs Project Management responsibilities including assigning, scheduling, and reviewing work of subordinates. Provides supervisory and technical direction to Programmer Analysts, Web Designers, Database Designers, and Information Managers during project design, development, training, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget.

Minimum Education: Master’s
Minimum Experience: 10 years

Systems/Information Architect

Functional Responsibility: Performs assessments and/or provides expert advice and recommendations in support of information management strategies and business processes related to the use and reuse of information. Performs systems analysis and design. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs logical and physical database design. Develops information access strategies for complex environments including electronic content, web links, paper records, archival material, and databases. Performs Project Management responsibilities including scope, time, cost, quality, integration,
risk, and communication management. Provides supervisory and technical direction to Programmers, Web Designers, and Database Designers during project design, development, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget. Performs systems maintenance and tuning to ensure maximum performance of system.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 7 years

### EXPERIENCE AND EDUCATIONAL SUBSTITUTION EQUIVALENCIES

Experience exceeding the minimum shown may be substituted for education and relevant education exceeding a Bachelor’s Degree may be substituted for years of experience as described below.

- **High School:** 1 year of relevant experience or,  
- **Associate’s:** 2 years relevant experience or,  
- **Bachelor’s:** Associate’s degree plus 2 years relevant experience or 4 years relevant experience or;  
- **Master’s:** Bachelor’s plus 2 years relevant experience or Associate’s degree plus 4 years relevant experience or 6 years relevant experience  
- **PhD:** Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s + 6 years relevant experience or 8 years relevant experience
Vendor Certification Electronics Records Management Solutions

Vendor Certification for SIN 51 600 --- Electronic Records Management Solutions

For the purposes of the Schedule 36 Solicitation (3FNJ-C1-000001-B), eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

Cadence Group Associates, Inc.
1095 Zonolite Road
Suite 105
Atlanta, GA 30306

Proposed Elements of Electronic Records Management Services:
[Select all that apply]

☑ Element 1 - Desktop Applications
☑ Element 2 - Electronic Messages
☑ Element 3 - Social Media
☑ Element 4 - Cloud Services
☑ Element 5 - Websites
☑ Element 6 - Digital Media (Photo)
☑ Element 7 - Digital Media (Audio)
☑ Element 8 - Digital Media (Video)
☑ Element 9 - Databases
☑ Element 10 - Shared Drives
☑ Element 11 - Engineering Drawings

Cadence Group Associates, Inc. hereby certifies that we are capable of meeting all standards described in Solicitation -3FNJ-C1-000001-B and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.

Offeror (To be signed only by authorized principal, with authority to bind the undersigned contractor)

Tina T Baker
Name (Printed)
President
Title
7/28/2018
Date