GENERAL SERVICES ADMINISTRATION
Federal Supply 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!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAadventag.gov.

GSA Multiple Award Schedule (MAS): Federal Supply Group: Professional Services

54151S Information Technology Professional Services

Contract Number: 47QTCA18D0015

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

Contract period: 10/24/2017 – 10/23/2022

Price list current as of Modification #PS-A812 effective February 5, 2020

SIE Consulting Group
3101 Wilson Boulevard, Suite 240
Arlington, VA 22201
Main: (410) 212-4754
www.SIEConsultingGroup.com

Contractor Point of Contact for Contract Administration:

Contracts Manager: Adam McIlwain

SIE Consulting Group
3101 Wilson Boulevard, Suite 240
Arlington, VA 22201
Main: (571) 344-1130
amcilwain@sieconsultinggroup.com

A Service-Disabled Veteran-Owned Small Business

SERVICE - INTEGRITY - EXCELLENCE

SIE Consulting Group is a Virginia based Service-Disabled Veteran Owned Small Business (SDVOSB) that specializes in IT Asset Management & License Optimization, CIO Advisory, Acquisition Lifecycle Management, and Business Process Improvement. Founded in 2012, SIE is led by an experienced team of public and private sector experts who understand the complex and dynamic sophistication needed to manage IT assets properly and effectively. SIE is certified as a member provider of International Association of IT Asset Managers (IATAM).
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) SIN Model/Descriptions:

54151S Information Technology Professional Services
Special Item Number Order-Level Materials (OLM)

1b. Identification of the lowest priced model number and corresponding price for each special item number awarded in the contract:

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>LABOR CATEGORY</th>
<th>GSA APPROVED PRICE INCLUSIVE OF THE IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Functional Specialist I</td>
<td>$45.60</td>
</tr>
</tbody>
</table>

1c. Identification of Services and Hourly Rates: Please see pages 4 through 14, below

2. Maximum order:
   Special Item Number 54151S - $500,000.00
   Special Item Number OLM - $250,000.00

3. Minimum order: $100.00

4. Geographic Coverage: Domestic

5. Point of Production: Arlington, VA

6. Discount from Commercial List Price or Market Rate: The GSA Net Prices published on the GSA Advantage website reflect the fully burdened price. The negotiated discount has been applied and the Industrial Funding Fee has been added.

7. Quantity discounts: 1% for task orders between $250,000.00 and $500,000.00; and 2% for task orders over $500,000.00


   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government credit cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted.

10. Foreign items: None

11a. Time of delivery: As negotiated with the Ordering Activity

11b. Expedited Delivery: Contact Contractor’s Representative.

11c. Overnight and 2-day delivery: Contact Contractor’s Representative.

11d. Urgent Requirements: Contact Contractor’s Representative.

12. F.O.B. point(s): Destination
13a. Ordering address:
SIE Consulting Group
Attn: Contracts
3101 Wilson Boulevard, Suite 240
Arlington, VA 22201
Main: (410) 212-4754
contracts@sieconsultinggroup.com

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition (FAR) 8.405-3

14. Payment address:
SIE Consulting Group
3101 Wilson Boulevard, Suite 240
Arlington, VA 22201
Main: (410) 212-4754

15. Warranty provision: Services shall be completed in a satisfactory and professional manner.

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): Please contact the Contract Administrator for terms and conditions of acceptance.

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT). The EIT standard can be found at: https://www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 079441542

26. Notification regarding registration in System for Award Management (SAM) database:
SIE Consulting Group (SAM) registration is valid.
<table>
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<td>54151S</td>
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<td>IT Subject Matter Expert II</td>
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SIE SIN 54151S: General Summary, Principal Duties and Responsibilities, and Job Specifications

**Job Title:** [IT Functional Specialist I](#)

**General Summary:** Individual who is able to integrate into a support team. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) establishing and managing strong working relationships with key IT business partners; and 2) reporting any type of potential IT problems to appropriate management in a timely manner.

**Minimum Education:** Technical Certification or equivalent experience

**Minimum/General Experience:** 0-1 year of work experience in a technical area or specific field

**Job Title:** [IT Functional Specialist II](#)

**General Summary:** Individual who is able to integrate into a support team. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) providing a high level of customer service while supporting all assigned IT contract teams and office-based staff; and 2) following applicable Project Office standards, procedures, guidelines, and methodologies in the execution of IT projects.

**Minimum Education:** Technical Certification or equivalent experience

**Minimum/General Experience:** 1 year of work experience expected in a technical area or specific field

**Job Title:** [IT Functional Specialist III](#)

**General Summary:** Individual supporting senior leadership in delivering IT solutions to organizations. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) ensuring personnel complete required training/forms according to IT contract requirements prior contract deployment; and 2) identifying and implementing appropriate revisions and updates to IT training materials.

**Minimum Education:** Technical Certification or equivalent experience

**Minimum/General Experience:** 2 years expected (1 years minimum) of experience in a technical area or specific field
**Job Title:** IT Functional Specialist IV

**General Summary:** Individual who have analytical and problem-solving skills. They hold relevant degrees as required in their field.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) recommending and implementing IT solutions that enable the organization to achieve its goals; and 2) driving continuous improvement of IT systems and processes

**Minimum Education:** Technical Certification or equivalent experience

**Minimum/General Experience:** 3 years expected (2 years minimum) of experience in a technical area or specific field

**Job Title:** IT Functional Specialist V

**General Summary:** Individual who interfaces with Business Stakeholders/Business Analysts and IT and Development teams to ensure that IT business requirements are properly represented within the IT functional and technical designs required to implement and support the client’s IT needs. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) forging strong relationships with both the clients and project teams that will contribute to your growth and development; and 2) providing recommendations and lead discussions with leadership to understand business gaps in order to provide IT solutions and implementation plans

**Minimum Education:** Technical Certification or equivalent experience

**Minimum/General Experience:** 4 years expected (2 years minimum) of experience in a technical area or specific field

**Job Title:** IT Functional Specialist VI

**General Summary:** Individual who interfaces with Business Stakeholders/Business Analysts and IT and Development teams to ensure that IT business requirements are properly represented within the IT functional and technical designs required to implement and support the client’s IT needs. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) providing functional support to implement Business Intelligence to create reports, executive summary, and dashboards to support the business requirements and 2) participating in the creation and establishment of IT standards, IT best practices, IT governance.

**Minimum Education:** Bachelor’s degree or equivalent experience

**Minimum/General Experience:** 5 years expected (3 years minimum) of experience in a technical area or specific field
**Job Title:** IT Functional Specialist VII

**General Summary:** Individual who interfaces with Business Stakeholders/Business Analysts and IT and Development teams to ensure that IT business requirements are properly represented within the IT functional and technical designs required to implement and support the client’s IT needs. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) providing detailed analysis as requested; and 2) facilitating meetings with various levels of stakeholders ranging from IT strategic to IT tactical

**Minimum Education:** Bachelor’s degree or equivalent experience

**Minimum/General Experience:** 8 years expected (4 years minimum) of experience in a technical area or specific field

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**Job Title:** IT Functional Specialist VIII

**General Summary:** Individual who will work closely with Program Directors, IT Managers, IT teams in developing and maintaining various IT programs and data solutions. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) providing project management support such as helping conduct financial analyses, reviewing invoices, advising the government on IT matters; and 2) developing statistical reports, analyzing data, and recommending solutions

**Minimum Education:** Bachelor’s degree or equivalent experience

**Minimum/General Experience:** 12 years expected (6 years minimum) of experience in a technical area or specific field

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**Job Title:** IT Functional Specialist IX

**General Summary:** Individual who will work closely with Program Directors, IT Managers, IT teams in developing and maintaining various IT programs and data solutions. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) interact and communicate professionally with all levels of staff and management as required to coordinate project deliverables, deliver status reports, and facilitate meetings; and 2) quickly becoming familiar with client business challenges and technologies in order to act as a SME and trusted advisor to client stakeholders.

**Minimum Education:** Bachelor’s degree (Master’s preferred) or equivalent experience

**Minimum/General Experience:** 15 years expected (8 years minimum) of experience in a technical area or specific field

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**Job Title:** IT Business Analyst I

**General Summary:** Individual supporting senior leadership in delivering IT solutions to organizations. They hold relevant degrees as required in their field and have analytical and problem-solving skills.
**Principal Duties and Responsibilities:** Responsibilities may include: 1) analyzing and assessing project issues and requirements; and 2) basic skill level in key IT process areas

**Minimum Education:** Bachelor’s degree or equivalent experience

**Minimum/General Experience:** 1 years expected (0 minimum) of experience providing consulting, services and/or program management

**Job Title:** IT Business Analyst II

**General Summary:** Individual supporting senior leadership in delivering IT solutions to organizations. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) gathering and interpreting data from multiple channels including but, not limited to document analysis, surveys, use cases, business analysis, workflow analysis, social and vendor reports to provide insight and assessment; and 2) supporting research and quantitative analysis

**Minimum Education:** Bachelor’s degree or equivalent experience

**Minimum/General Experience:** 2 years expected (1 minimum) of experience providing assessment, documentation, administrative and/or consulting support

**Job Title:** IT Business Analyst III

**General Summary:** Highly motivated individual with leadership abilities, capable of developing requirements and keeping teams and projects on track and within budget and scope. They hold relevant degrees as required in their field and have analytical and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) liaison between business partners, vendors and implementation partners and other IT team members; 2) lead roles on small IT project work streams; and 3) specializes in leading change to organizations through the analysis, design and implementation of the IT business processes that keep organizations running and the management of changes to those processes

**Minimum Education:** Bachelor’s degree or equivalent experience

**Minimum/General Experience:** 3 years expected (2 minimum) of experience providing consulting, IT services and/or program management

**Job Title:** IT Consultant I

**General Summary:** Individual who thrives working with multiple government clients to help them support, manage, and plan their information technology to meet their business objectives or overcome problems. They hold relevant degrees as required in their field and have strong analytical, communication and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) lead roles on small sized IT project work streams; and 2) interpreting data, analyzing results using statistical techniques and providing ongoing reports in support of IT programs/projects.

**Minimum Education:** Bachelor’s degree or equivalent experience
**Minimum/General Experience:** 3 years expected (2 minimum) of experience providing consulting, IT services and/or program management

**Job Title:** IT Consultant II

**General Summary:** Individual who supports the IT senior leadership team, contributing to the development and execution of IT strategy and ensures its alignment with business strategy and the delivery of capabilities required to achieve business success. They hold relevant degrees as required in their field and have strong analytical, communication and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) lead roles on medium sized project work streams; and 2) guiding, mentoring, and providing work direction to less experienced IT Business Analysts.

**Minimum Education:** Bachelor’s degree or equivalent experience

**Minimum/General Experience:** 5 years expected (3 minimum) of experience providing consulting, IT services and/or program management

**Job Title:** IT Consultant III

**General Summary:** Individual who works in partnership with clients, advising them how to use information technology to meet their business objectives or overcome problems. They hold relevant degrees as required in their field and have strong analytical, communication and problem-solving skills.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) lead roles on large project work streams; 2) intermediate skill level in key IT process areas; and 3) mentoring a team of less experienced consultants and/or business analysts

**Minimum Education:** Bachelor’s degree or equivalent experience

**Minimum/General Experience:** 6 years expected (4 minimum) of experience providing consulting, IT services and/or program management

**Job Title:** IT Associate I

**General Summary:** Individual supporting senior leadership in delivering IT solutions to organization. They hold relevant degrees as required in their field.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) leading roles on large IT project/program work streams; and 2) working closely with management to prioritize IT business and information needs.

**Minimum Education:** Bachelor’s degree (Master’s preferred) or equivalent experience

**Minimum/General Experience:** 7 years expected (4 minimum) of experience providing consulting, services and/or program management

**Job Title:** IT Associate II

**General Summary:** Individual with the ability to provide independent IT recommendations to address programmatic needs. They hold relevant degrees as required in their field.
Principal Duties and Responsibilities: Responsibilities may include: 1) creating and manage IT project deliverables such as detailed project plans, strategy documentation, business requirements, presentations and recommendations; and 2) providing IT consulting and project management skills required to analyze customer needs and gaps to ensure the project team successfully delivers an IT solution, meeting the customer goals.

Minimum Education: Bachelor’s degree (Master’s preferred) or equivalent experience

Minimum/General Experience: 8 years expected (5 minimum) of experience providing consulting, services and/or program management support

Job Title: IT Associate III

General Summary: Individual providing subject matter and domain expertise. They hold relevant degrees as required in their field.

Principal Duties and Responsibilities: Responsibilities may include: 1) locating and defining new IT process improvement opportunities; and 2) providing advisory services in area of expertise

Minimum Education: Bachelor’s degree (Master’s preferred) or equivalent experience

Minimum/General Experience: 9 years expected (5 minimum) of experience providing consulting, services and/or program management support

Job Title: IT Manager I

General Summary: Individual responsible for a particular function or department within the organization. IT managers ensure that their team or department operates efficiently, effectively and in line with organizational goals. They work closely with senior executives and department heads to identify, develop and support new technology solutions and often has a staff of people who report to him or her.

Principal Duties and Responsibilities: Responsibilities may include: 1) Most senior level with management responsibility for multi-layer complex projects, including financial and staff management; and 2) providing IT subject matter experience to advise project teams

Minimum Education: Master’s degree or equivalent experience

Minimum/General Experience: 10 years expected (6 minimum) of experience providing consulting, IT services and/or program management

Job Title: IT Manager II

General Summary: Individual responsible for a particular function or department within the organization. IT managers ensure that their team or department operates efficiently, effectively and in line with organizational goals. They work closely with senior executives and department heads to identify, develop and support new technology solutions and often has a staff of people who report to him or her. They hold the relevant certifications and degrees as required in their field and have demonstrated experience as a Project Manager.
Principal Duties and Responsibilities: Responsibilities may include: 1) Most senior level with management responsibility for multi-layer complex projects, including financial and staff management; and 2) providing IT subject matter experience to advise project teams

Minimum Education: Master’s degree or equivalent experience

Minimum/General Experience: 11 years expected (6 minimum) of experience providing consulting, IT services and/or program management

Job Title: IT Manager III

General Summary: Individual responsible for a particular function or department within the organization. IT managers ensure that their team or department operates efficiently, effectively and in line with organizational goals. They work closely with senior executives and department heads to identify, develop and support new technology solutions and often has a staff of people who report to him or her. They hold the relevant certifications and degrees as required in their field and have demonstrated experience as a Program or Project Manager.

Principal Duties and Responsibilities: Responsibilities may include: 1) performing engagement management responsibilities, including performance reviews, task delegation, project scheduling, project financials, quality review and client management 2) Most senior level with management responsibility for multi-layer complex projects, including financial and staff management; and 3) providing IT subject matter experience to advise project teams

Minimum Education: Bachelor’s degree (Master’s preferred) or equivalent experience

Minimum/General Experience: 12 years expected (7 minimum) of experience providing consulting, IT services and/or program management

Job Title: IT Director II

General Summary: Individual in charge of technology within an organization. They oversee IT infrastructure, activities, and equipment for an organization, as well as supervise staff and manage departmental and organizational goals. They must possess excellent project management skills and strong communication, presentation and customer relation skills. The IT Director should have experience driving organizational change, have the ability to influence others to work collaboratively to achieve results and demonstrate the ability to work cross functionally in a leadership capacity within large complex organizations.

Principal Duties and Responsibilities: Responsibilities may include: 1) leading multiple complex project work streams; and 2) overall responsibility for project management.

Minimum Education: Master’s degree or equivalent experience

Minimum/General Experience: 20 years expected (10 minimum) of experience providing consulting, IT services and/or program management

Job Title: IT Senior Manager II

General Summary: Individual responsible for planning and directing the work of a group of individuals, monitoring their work, and taking corrective action when necessary. The Senior Manager may guide workers directly or they may direct several supervisors who manage the workers. They often supervise the largest or most important group(s) in a company and has experience taking responsibility for outcomes and producing results as promised, as well as a strong sense and the
confidence and self-assurance to handle a variety of challenges. They hold the relevant certifications and degrees as required in their field and have demonstrated experience as a Program Manager.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) overall management and oversight for a portfolio of projects; and 2) providing subject-matter expertise to advise project teams

**Minimum Education:** Bachelor’s degree (Master’s preferred) or equivalent experience

**Minimum/General Experience:** 15 years expected (8 minimum) of experience providing consulting, IT services and/or program management

**Job Title:** IT Subject Matter Expert I

**General Summary:** Individual who provides strong business knowledge and expertise in a specific subject, business area, or technical area for a project/program. The SME possesses some management skills, effective communication, leadership and decision-making skills and are recognized as a leading expert among peers in both the government and industry. They hold the relevant certifications and degrees as required in their area of expertise.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) advising senior management in areas of IT expertise; and 2) leading complex problem-solving process for IT applications, strategy, and architecture

**Minimum Education:** Master’s degree or equivalent experience

**Minimum/General Experience:** 20 years or more of specific subject matter experience

**Job Title:** IT Subject Matter Expert II

**General Summary:** Individual who provides strong business knowledge and expertise in a specific subject, business area, or technical area for a project/program. The SME possesses management skills, effective communication, leadership and decision-making skills, and are recognized as a leading expert among peers in both the government and industry. They hold the relevant certifications and degrees as required in their area of expertise.

**Principal Duties and Responsibilities:** Responsibilities may include: 1) applying principles, methods and best practices of the functional area of capability to specific task order requirements 2) advising senior management in areas of IT expertise; and 3) leading complex problem-solving process for IT applications, strategy, and architecture

**Minimum Education:** Master’s degree or equivalent experience

**Minimum/General Experience:** 20 years or more of specific subject matter experience
Substitution/Equivalency:

The following substitutions, unless otherwise stated, may be made for either education, or experience for all categories above:

GED or vocational degree = high school diploma.

Associate’s = two (2) years relevant experience

Bachelor’s = four (4) years relevant experience.

Master’s = six (6) years relevant experience.

Ph.D. = nine (9) years relevant experience.

Example: Master’s = Bachelor’s + (2) years of relevant experience, or six (6) years of relevant experience.

NOTE: Relevant Experience means the type of experience similar to the IT Schedule 70 labor category requirements for the specific labor category contemplated.
Order Level Materials (OLM) (SIN OLM)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions: OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:
- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 54151S 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. (1) Cancel the stop-work order; or
2. (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. (1) The offeror;
2. (2) Subcontractors; and/or
3. (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 54151S 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.

c. 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, conducts feasibility studies.

Minimum Education: Bachelor’s Degree in Computer Science

IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing