GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

SCHEDULE TITLE: GSA Multiple Award Schedule (MAS) 070

IT Schedule
Federal Supply Group: GSA 70
NAICS 611420 - Information Technology Training
NAICS 54151S - Information Technology Professional Services

CONTRACT: 47QTCA18D0024

CONTRACT PERIOD: 11/08/2017 and ends 11/07/2022, with the potential of three (5) year options to follow.

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

Contractor: eConsulting Group, Inc. (hereinafter eCG)
Address: 405 N. Wabash Ave. #4008, Chicago, IL 60611
Business Size: Small Business
Telephone: (312) 804-9992
FAX Number: (312) 803-2223
Web Site: www.eCGmn.com
E-mail: mmarco@eCGmn.com
Contract Administration: Mike Marco
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

   NAICS 611420: Information Technology Training Courses
   NAICS 54151S: Information Technology Professional Services

2. Maximum Order: $500,000 per solicitation

3. Minimum Order: $100


5. Point(s) of production (city, county, and state or foreign country): Chicago, IL

6. Discount from list prices or statement of net price: Basic discount of 15.14% for 611420 and a Basic discount of 19.61% for 54151S from the awarded commercial price list.


9a. Government purchase cards are accepted up to the Micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None

11a. TIME OF DELIVERY: Shipped 14 Days after receipt of order

11b. EXPEDITED DELIVERY: Contact Contractor’s Representative

11c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day delivery are available. Contact the Contractor for rates.

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination
13a. Ordering Address(es): eConsulting Group, Inc. 20 N. Wacker Dr. #1200 (12th Floor), Chicago, IL 60606

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

14. Payment address(es): eConsulting Group, Inc. 405 N. Wabash Ave. #4008, Chicago, IL 60611

15. Warranty provision: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: (any thresholds above the micro-purchase level)

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):
24b. Section 508 Compliance for EIT: N/A

25. Data Universal Numbering System (DUNS) number: 185541146

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Registered in SAM database.

28. GSA Federal Supply Schedule Contract
No.
Training Courses
(NAICS 611420)
eCG requires minimum of 1 and maximum of 50 participants.

28.1. SCOPE
a. The eCG will provide of the shelf training courses that are also available to commercial customers (sold through our web site and partner network as well), which will allow clients to make full, efficient use of general purpose commercial IT training products and services.
b. The eCG will provide training at the eCG's facility and/or at the client's location, as agreed to by the eCG and the client.

28.2. ORDER
Written orders, credit card orders, and orders placed under blanket purchase agreements (BPAs) will be the initiating documents for the purchase of training courses in accordance with the terms of this contract. Each order must include the student's name, course title, course date and time, training location, and contracted dollar amount of the course.

28.3. TIME OF DELIVERY
The eCG will conduct training on the date (time, day, month, and year) agreed to by the eCG and the client.

28.4. CANCELLATION AND RESCHEDULING
a. The client will notify the eCG at least five (5) working days before the scheduled training date, if a student will be unable to attend. The eCG will then allow the client to cancel and reschedule the training without fee. If client would like to cancel, but does not want to reschedule the training, client will be required to pay the full amount for training. No refunds will be issued in this case. In the event the training course is rescheduled, the client will modify its original training order to specify the time and
date of the rescheduled training course, including any price change that has occurred meantime.

b. In the event the client fails to cancel or reschedule a training course within the time frame specified in paragraph 28.4.a, above, the client will be liable for the contracted dollar amount of the training course. The eCG agrees to allow the client to reschedule a student who fails to attend a training course within ninety (90) days from the original course date, an additional charge.

c. The client reserves the right to substitute one student for another up to a day before start of the course.

d. In the event the eCG is unable to conduct training on the date agreed to by the eCG and the client, the eCG must notify the client at least five (five) days before the scheduled training date.

e. See also section 15.a, 15.b, 15.c, and 15.d of this document.

28.5. FOLLOWUP SUPPORT
The eCG agrees to provide each student with telephone support or online support for a period of one (1) year from the completion of the training course, not to exceed 2 hours per person per year. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

28.6. PRICE FOR TRAINING
The price that the client will be charged will be the client training price in effect at the time of order placement, as registered within eCG portal at ebuy.gsa.gov’s web site or the client price in effect at the time the training course is conducted, whichever is less.

28.7. INVOICES AND PAYMENT
Invoices for training will be submitted by the eCG after client completion of the training course. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, WILL BE SHOWN ON THE INVOICE.

28.8. FORMAT AND CONTENT OF TRAINING
a. The eCG will provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such materials will become the property of the student upon completion of the training course.

b. **If applicable** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The eCG will provide each student with a Certificate of Completion at the completion of each training course.

d. The eCG will provide the following information for each training course offered:

   (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);

   (2) The duration of the course; (days and number of hours)

   (3) Mandatory and desirable prerequisites for student enrollment;

   (4) The minimum and maximum number of students per course;
(5) The locations where the course is offered;  
(6) Course schedules; and  
(7) Price (per student, per course (if applicable)).
e. For those courses conducted at the client’s location, instructor travel charges (if applicable), must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed.

**Facilities and Equipment for On-Site Courses**: The client is responsible for all equipment and facilities necessary to be utilized for courses delivered on the client’s onsite.

Please contact our Government Team at 312.804.9992 with further questions or to confirm presentation dates.

<table>
<thead>
<tr>
<th>NAICS PROPOSED</th>
<th>Course Title</th>
<th>Course Length</th>
<th>PRICE OFFERED TO GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>611420</td>
<td>MOS13002G - Configuring and Administering Windows OS Training</td>
<td>5</td>
<td>1647.45</td>
</tr>
<tr>
<td>611420</td>
<td>MOS13009G - MOC 10135G - Configuring, Managing and Troubleshooting Microsoft Exchange Server</td>
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<tr>
<td>611420</td>
<td>MOS13012G - MOC 10215G - Implementing, Managing, and Administering Microsoft Server Virtualization</td>
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<tr>
<td>611420</td>
<td>MOS13013G - MOC 10232G - Designing and Developing Microsoft SharePoint Server</td>
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<tr>
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<td>MOS13015G - MOC 10262G - Microsoft Visual Studio</td>
<td>5</td>
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<tr>
<td>611420</td>
<td>MOS13025G - MOC 10751G - Configuring and Deploying a Private Cloud with System Center</td>
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<tr>
<td>611420</td>
<td>MOS13036G - MOC 10968G - Designing for Office 365 Infrastructure</td>
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<tr>
<td>611420</td>
<td>MOS13040G - MOC 10974G - Configuration and Deployment of the Windows Server</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
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<tr>
<td>MOS13064G</td>
<td>MOS13079G - MOC 20480G - Programming in HTML5 with JavaScript and CSS3 in Visual Studio</td>
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<tr>
<td>MOS13079G</td>
<td>MOS2778G - Microsoft SQL Server Training</td>
<td>3</td>
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<tr>
<td>MOC12004G</td>
<td>MOC80294G - Microsoft Dynamics CRM</td>
<td>3</td>
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<td>MOS10001G</td>
<td>MOS10010G - Microsoft Project Server Training</td>
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<tr>
<td>MOS16004G</td>
<td>MOS16004G - Visual Basic Training</td>
<td>4</td>
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<tr>
<td>ADE3001G</td>
<td>ADE3001G - Captivate 6 Training</td>
<td>2</td>
<td>641.68</td>
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<tr>
<td>ADE9001G</td>
<td>ADE9001G - Ajax Training</td>
<td>3</td>
<td>962.52</td>
</tr>
<tr>
<td>ADE13001G</td>
<td>ADE13001G - RoboHelp Training</td>
<td>3</td>
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</tr>
<tr>
<td>CRE3001G</td>
<td>CRE3001G - Crystal Reports XI Training</td>
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<td>QBE1001G</td>
<td>QBE1001G - QuickBooks Training 2007</td>
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<td>LNE1001G</td>
<td>LNE1001G - Linux</td>
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<td>LNE1003G</td>
<td>LNE1003G - Lotus Notes Training</td>
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<td>ORS5001G</td>
<td>ORS5001G - Oracle PL/SQL Training</td>
<td>5</td>
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<td>DAE4001G</td>
<td>DAE4001G - Google Analytics/Adwords Training</td>
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<tr>
<td>DAE6004G</td>
<td>DAE6004G - SAP Modules</td>
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<tr>
<td>PRE4001G</td>
<td>PRE4001G - Python Training</td>
<td>3</td>
<td>962.52</td>
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<tr>
<td>PRE6003G</td>
<td>PRE6003G - XML Training</td>
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<tr>
<td>PRE6006G</td>
<td>PRE6006G - XSLT 1.0 and XPath 1.0 Training</td>
<td>2</td>
<td>641.68</td>
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<tr>
<td>NSE1001G</td>
<td>NSE1001G - Certified Ethical Hacking and Countermeasures</td>
<td>5</td>
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<tr>
<td>NSE1002G</td>
<td>NSE1002G - CISSP Master Training</td>
<td>5</td>
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<tr>
<td>NSE4001G</td>
<td>NSE4001G - CompTIA® Healthcare IT Technician</td>
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<td>988.47</td>
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<tr>
<td>NSE4002G</td>
<td>NSE4002G - CompTIA Cloud Essentials (Exam CLO-001)</td>
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<td>658.66</td>
</tr>
</tbody>
</table>
29. **GSA Federal Supply Schedule Contract No.**

**Information Technology Professional Services**
(NAICS 54151S)

### 29.1. 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 eCG will provide services at the eCG’s facility and/or at the client location, as agreed to by the eCG and the client.
29.2. PERFORMANCE INCENTIVES – FSS 60 Performance Incentives
   a. Performance incentives may be agreed upon between the eCG and the client on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The client 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 control results achieved by the eCG to specified targets. To the maximum extent practicable, ordering activities will consider establishing incentives where performance is critical to the client’s mission and incentives are likely to motivate the eConsulting Group®. Incentives will be based on objectively measurable tasks.

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

29.4. PERFORMANCE OF SERVICES
   a. The eCG will commence performance of services on the date agreed to by the eCG and the client’s agreement.
   b. The eCG agrees to render services only during normal working hours, unless otherwise agreed to by the eCG and the client. The client should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services will be completed in a good, ethical, and professional manner. Any eCG 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 eCG travel.

29.5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
   (a) The Contracting Officer may, at any time, by written order to the eCG, require the eCG 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 eCG, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order is litigated under this clause. Upon receipt of the order, the eCG will immediately comply with its terms and take all reasonable steps to minimize the accumulation of costs allocated 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 eCG, or within any extension of that period to which the parties will have agreed, the Contracting Officer will either

   (1) Cancel the stop-work order, and request eCG to continue working;
   or (2) Terminate the work covered by the order as provided and agreed in the contract, or the Terminate 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 eCG will resume work. The Contracting Officer will make an reasonable adjustment in the delivery schedule or contract price, or both, and the contract will be modified, in writing, accordingly, if:

   (1) The stop-work order results in an increase in the time required for, or in the eCG’s cost properly allocated to, the performance of any part of this contract; and
   (2) The eCG 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 as agreed between eCG and the Contracting Officer, the Contracting Officer will 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 will allow, by reasonable adjustment or otherwise, reasonable costs resulting from the stop-work order.

29.6. INSPECTION OF SERVICES
The Inspection of Services –Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection –Time -and -Materials and Labor -Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time and materials and labor hour orders placed under this contract.

29.7. RESPONSIBILITIES OF THE CONTRACTOR
The eCG will 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 (Deviation – May 2003)
29.8. RESPONSIBILITIES OF THE CLIENT
Subject to security regulations, the client will allow eCG access to all facilities necessary to perform the requisite IT Services.

29.9. INDEPENDENT eCG
All IT Services performed by the eCG under the terms of this contract will be as an independent eCG, and not as an agent or employee of the client.

29.10. 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. “eCG and its affiliates” and “eCG or its affiliates” refers to the eCG, its chief executives, directors, officers, subsidiaries, affiliates, Subcontractor at any tier, and consultants and any joint venture involving the eCG, any entity into or with which the eCG 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 client contract, without some restriction on ordering activities by the eCG and its affiliates, may either (i) result in an unfair competitive advantage to the eCG 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 client, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and Subcontractor at any tier when placing orders against schedule contracts. Such restrictions will be consistent with FAR 9.505 and will 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.

29.11. INVOICES
The eCG, upon completion of the work ordered, will submit invoices for IT services. Progress payments may be authorized by the client on individual orders if appropriate. Progress payments will be based upon completion of defined milestones or interim products. Invoices will be submitted monthly for recurring services performed during the preceding month.

29.12. PAYMENTS
For firm-fixed price orders the client will pay the eCG, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and
accepted. Progress payments will 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232- 7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) 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) Subcontractor; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

29.13. RESUMES
eCG partners with other small business to engage in larger projects. Resumes of other subcontractors will be provided to the GSA Contracting Officer or the clients upon request, at least fourteen calendar days before start of the project or as agreed.

29.14. INCIDENTAL SUPPORT COSTS
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the client in accordance with the guidelines set forth in the FAR and/or separate agreement.

29.15. APPROVAL OF SUBCONTRACTS
The client may require that the eCG receives, from the client’s Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

ORDERING PROCEDURES TO BE USED

Ordering activities will place orders placed against GSA Multiple Award Schedule (MAS) contracts, using the procedures in Federal Acquisition Regulation (FAR) 8.4.
TERMS AND CONDITIONS
When pricing for services outlined, offerors may use either a Commercial Catalog Pricing or a Market-Based Pricing (if no established commercial catalog) strategy. For each pricing methodology, the offeror will provide other than cost or pricing data (e.g., agreements with corporate customers, internal policies, market prices, quote sheets, pricing agreements, invoices, etc.) to demonstrate the commercial and proposed Schedule pricing. This supporting documentation will be used to analyze the proposed pricing and establish basis of award. All proposed hourly, unit, or solution pricing will be inclusive of the Industrial Funding Fee (IFF), with the exception of travel costs, which are handled in accordance of clause C-FSS-370 CONTRACT TASKS / SPECIAL REQUIREMENTS: The prices offered will also include all aspects of the commercially established deliverable (including shipping, warranty, delivery costs, etc.). The awarded pricing may be subject to clauses 552.216-70 economic Price Adjustment— FSS Multiple Award Schedule Contracts, I-FSS-969 economic Price Adjustment--Multiple Award Schedule Contracts and 552.238-75 Price Reductions. If the proposed INSP/SIN offering requires warranties, software licenses, or user agreements, please submit when the offering is proposed. To expedite the Government’s review of the accompanying requires warranties, software licenses, or user agreements, please submit these items in a “Word” document or similar electronic format.

SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS
INTRODUCTION

eCG has been providing commercial consulting and training services to our client base since the year 2000. Since then, we have been working with other small, small disadvantaged and women-owned, and veteran’s owned small. We will continue to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT
To actively seek and partner with small businesses.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to allow the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

**BEST VALUE BLANKET PURCHASE AGREEMENT**

eCG is willing to participate into a cooperative agreement (Blank Purchase Agreement, hereinafter BPA, engagement) with GSA’s clients in order to provide better value driven services at the reduced administrative costs of acquiring such product and services.

BPA eliminates contracting and open market costs such as: market research; the development feasibility analysis, pre-solicitations and the evaluation of offers. Teaming Arrangements are also permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

The BPA will decrease costs, reduce repetitive administrative efforts, reduce time to market, and increase overall productivity. The end result is to establish a system that will improve the client process by reducing the time and increasing the throughput.

Signatures

________________________________________

Agency Date Contractor Date

BPA NUMBER _____________

(CUSTOMER NAME)

**BLANKET PURCHASE AGREEMENT**

(1) Pursuant to GSA Federal Supply Schedule Contract Number(s) _____________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):
(2) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>_________________________</td>
</tr>
</tbody>
</table>

(3) Delivery:
DESTINATION DELIVERY SCHEDULES / DATES

(4) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _________________.

This BPA does not obligate any funds.

(5) This BPA expires on _______________ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is here by authorized to place orders under this BPA:
OFFICE POINT OF CONTACT
_________________ ___________________

(7) Orders will be placed against this BPA via FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
a) Name of Contractor;
b) Contract Number;
c) BPA Number;
d) Model Number or National Stock Number (NSN);
e) Purchase Order Number;
f) Date of Purchase;
g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of...
automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.

<table>
<thead>
<tr>
<th>NAICS PROPOSED</th>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
<th>MINIMUM EDUCATION/ CERTIFICATION LEVEL</th>
<th>MINIMUM YEARS OF EXPERIENCE</th>
<th>PRICE OFFERED TO GSA (including IFF)</th>
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<tbody>
<tr>
<td>54151S</td>
<td>Business Analyst</td>
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<tr>
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<td>Expert</td>
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<td>MINIMUM YEARS OF EXPERIENCE</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Role</th>
<th>Expertise</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Business Analyst</td>
<td>Expert 3</td>
<td></td>
</tr>
</tbody>
</table>

**General Characteristics**

The Business Analyst works closely with the business and technical teams and is a major contributor to the requirements specification deliverable, writes the business and functional requirements. The business analyst understands business and ensures that there is integration between business and technology. The business analyst performs feasibility analysis, scopes projects, and works with the project management team to prioritize deliverables and negotiate on product functionalities. The BA understands development processes – SDLC – and is very analytical with problem-solving and conflict resolution skills to help identify, communicate and resolve issues. The BA is responsible for performing feasibility analysis, scopes projects, and working with the project management team to prioritize deliverables, and to negotiate on product functionalities. The BA also, creates detailed Business Requirement Document (BRD) and translates it into functional specifications. The BA provides analytic support by coordinating data extraction from various databases and data interpretation, and partners with development and analytic teams to provide reporting on software solutions. The BA participates in Integration Testing and User Acceptance Testing (UAT) and Functionality Testing.

**Education:** Bachelor's degree in IT, Master's Degree in Business Administration, or related field. Or equivalent work experience.
<table>
<thead>
<tr>
<th>54151S</th>
<th>Database Analyst</th>
<th>Expert</th>
<th>5</th>
</tr>
</thead>
</table>
| **General Characteristics**  
Data Analysis is the art of collecting and analyzing data so that a company or companies can use said data to perfect their marketing, insurance, political and/or business practices. The data analyst is a highly trained professional who performs the analysis, running various mathematical calculations to determine how the data samples might best be applied to profit the business. Most importantly, the data analyst evaluates risk; culling statistical information to determine whether a company is accidentally harming itself. As most companies are always looking to expand their businesses, or at least improve their business practices, data analysis is an essential and profitable field. Data analysts use their technical expertise to cull data through advanced computerized models; then, they extrapolate data patterns. The process is heavily technical, influenced by mathematics and advanced algorithms.  
**Education:** Bachelor's Degree in Mathematics, Economics or Computer Science, or related field. Or equivalent work experience. |

<table>
<thead>
<tr>
<th>54151S</th>
<th>Web Applications Programmer</th>
<th>Expert</th>
<th>5</th>
</tr>
</thead>
</table>
| **General Characteristic**  
The Web Application Programmer is responsible for developing, testing, implementing, and maintaining web-based application systems, such as user interface, e-commerce applications, site animation. They troubleshoot and solve software issues. They research technical problems and suggest improvements for web applications. Knowledge about commonly-used |
web developing language (e.g., HTML, Java, PHP, JSP, ASP.Net, Python, AJAX) is necessary. Works on projects/matters of limited complexity in a support role. Work is closely managed.

**Education:** Bachelor's Degree in Computer Science, Information Systems, or related field. Or equivalent work experience.

| 54151S | Web Designer | Advanced | 3 |

**General Characteristic**

A web designer is responsible for creating the design and layout of a website or web pages. It and can mean working on a brand-new website or updating an already existing site. Their role is different to web developers, who specialize in making web designs a reality or writing code that dictates how different parts of the website fit together. However, there can be crossover between the two roles. Responsibilities of the job include: creating website designs, producing sample sites, meeting with clients to discuss requirements and/or project progress, demonstrating and receiving feedback about draft sites, keeping up to date with recent technological and software developments, developing skills and expertise in appropriate software languages such as HTML and Javascript, creating products that are userfriendly, effective and appealing digital retouching and image editing working as part of a multidisciplinary team

**Education:** Bachelor's Degree Fine Arts, Computer Science, Graphic Design, or other related field. Or equivalent work experience.
<table>
<thead>
<tr>
<th>54151S</th>
<th>Network Engineer</th>
<th>Expert</th>
<th>5</th>
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</thead>
</table>

**General Characteristic**

The Network Engineer works with a company's computer network, using information technology to make network systems for all employees to use. These data networks can include local area networks (LANs), wide area networks (WANs), intranets and extranets. Network complexity can vary depending on the organization, and the company may have one dedicated engineer or many globally connected engineers working together with the Chief Technology Officer.

Network engineers must have skills to analyze where communications are going to be needed, create plans for the network, present it to senior management, be up-to-date on the latest technology, understand and determine the hardware and wiring needs for buildings.

**Education:** Bachelor's Degree in Computer Science, Engineering or related field. Or equivalent work experience.
<table>
<thead>
<tr>
<th>54151S</th>
<th>Program Manager</th>
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</thead>
</table>

**General Characteristics**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Negotiates and prepares contracts by considering the financial conditions, resources, and contractual requirements. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Prepares proposals to win new programs.

**Education:** Bachelor's Degree in Computer Science, Business Administration, or related field. Project Management certificate may be required. Or equivalent work experience.
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>General Characteristic</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Security Analyst</td>
<td>Completes tasks designed to ensure security of the organization's systems and information assets. Protects against unauthorized access, modification, or destruction. Works with end users to determine needs of individual departments. Implements policies or procedures and tracks compliance throughout the organization. Typically requires a bachelor's degree or its equivalent. Typically reports to a manager. Works on projects/matters of limited complexity in a support role. Work is closely managed.</td>
<td>Bachelor's Degree in Computer Science, Information Systems, or related field. Or equivalent work experience.</td>
</tr>
<tr>
<td>54151S</td>
<td>Software Programmer</td>
<td>Develops, modifies and codes software systems primarily for resolving less complicated problems relying on existing schemes. Has basic knowledge of the principles of existing software and computer systems. Troubleshoots and fixes minor problems regarding the software systems. Requires a bachelor's degree. Typically reports to a manager. Works on projects/matters of limited complexity in a support role. Work is closely managed.</td>
<td>Bachelor's Degree in Computer Science, Information Systems, or related field. Or equivalent work experience.</td>
</tr>
<tr>
<td>54151S</td>
<td>Scrum Master</td>
<td></td>
<td>Expert 5</td>
</tr>
<tr>
<td><strong>General Characteristics</strong></td>
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<tr>
<td>Coordinates an agile development team, ensures all activities use the principles of the Scrum Framework. Takes a servant leader approach to help the team self-organize and adopt an attitude of continuous improvement. Actively identifies and removes impediments in order to ensure that assigned sprints and projects are completed on time. Tracks and reports daily schedules. Requires a bachelor's degree. Typically reports to a director. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.</td>
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<tr>
<td><strong>Education:</strong> Bachelor’s degree in Computer Science, Scrum Master Certification or related field. Or equivalent work experience.</td>
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<tr>
<td>54151S</td>
<td>Product Owner</td>
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<tr>
<td><strong>General Characteristics</strong>&lt;br&gt;The Product Owner works within the agile process and is the final authority for decisions regarding priority, business value, and functionality for all the work done by the Agile development team. The Product Owner possesses an in-depth knowledge of goals and desired objectives of the project. Ably represents, interface with and engage the business user. Acts as a fully integrated team member. Uses clear goals to communicate the project vision at the beginning of every release and sprint so that the team understands and is equipped to realize it. Makes business decisions and clearly communicates requirements through epics and stories so they are understood. Communicates status outside the team.</td>
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<tr>
<td><strong>Education:</strong> Bachelor’s Degree in Computer Science, may require a Scrum Master</td>
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<tr>
<td><strong>Certification:</strong> Certified Scrum Product Owner or related field. Or equivalent work experience.</td>
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<tr>
<td><strong>Expert</strong></td>
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<tr>
<td>Code</td>
<td>Title</td>
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<td>Experience</td>
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</tr>
<tr>
<td>54151S</td>
<td>Tester</td>
<td>Performs standard testing processes on a variety of products, analyzes results, records data, and assists technical teams in resolving testing problems, roadblocks or equipment issues. Requires knowledge of testing equipment. Typically requires an associate's degree or equivalent work experience.</td>
<td>Expert</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Education:</strong> Associates or Bachelor's degree in Computer Science, or related field. Or equivalent work experience.</td>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>General Characteristics</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Project Manager</td>
<td>Project Managers will generally plan, coordinate, implement and finalize projects according to the specifications and deadlines, all while keeping the project within budget. Depending on the industry and specific initiative, project managers may put together teams of personnel from a number of departments, such as information technology, purchasing, product development, marketing or distribution. Project management professionals oversee projects from the planning stage through implementation, testing and reporting. They typically choose and manage the project team members, and are ultimately responsible for the project’s success or failure, based on objectives set by project stakeholders. Success may</td>
<td>Expert</td>
</tr>
</tbody>
</table>
depend on whether the project is completed within the financial budget allocated or the established time frame – or whether it is completed at all.

**Education:** Bachelor’s Degree in Computer Science, Information Systems, Business Administration, or related field. Project Management certificate may be required. Or equivalent work experience.

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**ABOUT US**

Since the year 2000, eConsulting Group™, Inc. has been providing management consulting, training, and processes and systems integration services for IT, Engineering, and other industries. By adding new training courses and consulting services that fulfill our customer’s evolving needs, we keep enhancing our offerings and services. We serve Fortune 500 companies, small and medium-sized businesses, government agencies, military, academia, and other organizations in the USA and overseas.

**What sets us apart?** eConsulting Group™ develops products and services based on our clients’ needs. We bring innovative ideas and a collaborative nature to the management consulting industry. Our work has an immediate impact on our customers’ performance.

**Vision statement**

Our goal is to become a global management consulting firm while providing professional and high quality consulting and training services to our customers.

**We focus on:**

- Development and deployment of the solutions that work.
- Improving our clients’ operations.
- Bringing creative thinking in today's business.
- Continuously improving.
Our credentials

In addition to our on-site training, we work in association with the following organizations:

- **CAGE Code**: 47WY7
- **CompTIA Authorized Partner ID**: 773554
- **DUNS**: 185541146
- **FEIN**: 14-1881796
- **G.I. Bill Facility ID**: 25077613:
- **General Service Administration (GSA)**: GS-02F-013AA
- **Illinois Board of Higher Education (ILBoHE)**: 15151
- **NAICS**: 611430 and 54151S
- **National Association of State Boards of Accountancy (NASBA)**: 139406
- **Project Management Institute (PMI Global Registered Education Provider)**: 2259
- Scaled Agile Framework
- **Scrum Alliance R.E.P.**: #77585219
- Workforce Innovation and Opportunity Act (WIOA)