Symposit LLC
5270 Shawnee Rd, Ste. 200 OFC 11
Alexandria, VA 22312-2378
(P) 703-606-8322
www.symposit.com
Contract Administrator: Allen R Bermudez, bobby.bermudez@symposit.com

Contract Number: **47QTCA18D0031**
Period Covered by Contract: **December 15, 2017 through December 14, 2022**
Business Size: **Small Business, SBA Certified 8(a) Firm**

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology

Pricelist current through Modification **#PS-0010**, dated **November 10, 2020**.
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: GSAAdvantage.gov

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S54151HEAL</td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td>S54151S</td>
<td>Professional Information Technology Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 6.

2. **Maximum Order:** For SINs 54151HEAL and 54151S - $500,000
   For SIN OLM - $250,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Domestic

5. **Point of Production:** N/A

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** None

8. **Prompt Payment Terms:** Net 30

9. **Foreign Items:** None

10. **Time of Delivery:** Symposit LLC shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. **Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination

12a. **Ordering Address:**
    GSA Orders
    5270 Shawnee Rd, Ste. 200 OFC 11
    Alexandria, VA 22312-2378
12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address: Accounts Receivable  
5270 Shawnee Rd, Ste. 200 OFC 11  
Alexandria, VA 22312-2378


15. Export Packing charges: Not applicable

16. Terms and conditions of rental, maintenance, and repair: Not applicable

17. Terms and conditions of installation: Not applicable

18. Terms and conditions of repair parts: Not applicable

18a. Terms and conditions for any other services: Not applicable

19. List of service and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventive maintenance: Not applicable

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. Contact Symposit LLC for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov

23. DUNS Number: 828904008

24. Symposit LLC is registered in the System for Award Management (SAM) database.
## GSA HOURLY RATES

**SIN 54151HEAL (w/ IFF)**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>12/15/17 - 12/14/18</th>
<th>12/15/18 - 12/14/19</th>
<th>12/15/19 - 12/14/20</th>
<th>12/15/20 - 12/14/21</th>
<th>12/15/21 - 12/14/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health IT Consultant</td>
<td>$98.74</td>
<td>$100.32</td>
<td>$101.93</td>
<td>$103.56</td>
<td>$105.21</td>
</tr>
<tr>
<td>Jr. Health IT Consultant</td>
<td>$74.06</td>
<td>$75.24</td>
<td>$76.44</td>
<td>$77.67</td>
<td>$78.91</td>
</tr>
<tr>
<td>Sr. Health IT Consultant</td>
<td>$113.55</td>
<td>$115.37</td>
<td>$117.21</td>
<td>$119.09</td>
<td>$121.00</td>
</tr>
</tbody>
</table>
# GSA HOURLY RATES

**SIN 54151S (w/ IFF)**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>12/15/17 - 12/14/18</th>
<th>12/15/18 - 12/14/19</th>
<th>12/15/19 - 12/14/20</th>
<th>12/15/20 - 12/14/21</th>
<th>12/15/21 - 12/14/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Consultant</td>
<td>$98.74</td>
<td>$100.32</td>
<td>$101.93</td>
<td>$103.56</td>
<td>$105.21</td>
</tr>
<tr>
<td>Jr. IT Consultant</td>
<td>$74.06</td>
<td>$75.24</td>
<td>$76.44</td>
<td>$77.67</td>
<td>$78.91</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$133.30</td>
<td>$135.43</td>
<td>$137.60</td>
<td>$139.80</td>
<td>$142.04</td>
</tr>
<tr>
<td>Sr. IT Consultant</td>
<td>$113.55</td>
<td>$115.37</td>
<td>$117.21</td>
<td>$119.09</td>
<td>$121.00</td>
</tr>
<tr>
<td>Subject Matter Expert I</td>
<td>N/A</td>
<td>N/A</td>
<td>$134.62</td>
<td>$134.62</td>
<td>$136.78</td>
</tr>
<tr>
<td>Subject Matter Expert II</td>
<td>N/A</td>
<td>N/A</td>
<td>$139.80</td>
<td>$139.80</td>
<td>$142.03</td>
</tr>
<tr>
<td>Subject Matter Expert III</td>
<td>N/A</td>
<td>N/A</td>
<td>$144.98</td>
<td>$144.98</td>
<td>$147.30</td>
</tr>
<tr>
<td>Subject Matter Expert V</td>
<td>N/A</td>
<td>N/A</td>
<td>$234.71</td>
<td>$234.71</td>
<td>$238.46</td>
</tr>
<tr>
<td>Web Designer</td>
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<td>$70.22</td>
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<td>$72.49</td>
<td>$73.65</td>
</tr>
<tr>
<td>Web Developer</td>
<td>$83.93</td>
<td>$85.27</td>
<td>$86.64</td>
<td>$88.02</td>
<td>$89.43</td>
</tr>
</tbody>
</table>
SIN 54151HEAL Labor Categories Descriptions

**Health IT Consultant**

**Functional Responsibility:** The IT Consultant must possess knowledge and practical experience in one or more of the following areas: operating systems and their applications in a networked (heterogeneous and homogenous) or stand-alone environment; systems administration and configuration of at least two (2) operating systems; and various computer languages and software development methodologies. Designs network systems from requirements. Implements networks from plans. Reviews systems requirements. Analyzes, troubleshoots, and develops solutions.

**Minimum Education:** Undergraduate degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline and 2 years’ experience. Acceptable substitution would be a Cisco Certified Network Associate (CCNA) and 8 years’ experience.

**Minimum/General Experience:** 3 years

**Jr. Health IT Consultant**

**Functional Responsibility:** The Jr. IT Consultant manages highly complex configurations of multiple file, communication, and print servers, as well as printers, modems, and other peripherals. Makes changes to the Local Area Network (LAN) components and configuration. Assures proper operation of network printers and modems. Assists in the trouble shooting of user problems. Provides for the day-to-day operation and backup of multiple LAN file servers.

**Minimum Education:** Associate’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline and three years’ experience. Acceptable substitute would be 3 years of directly related experience.

**Minimum/General Experience:** Advanced applicable hardware and software certifications and three (3) or more years of work experience in LAN/WAN administration.
Sr. Health IT Consultant

Functional Responsibility: The Senior IT Consultant must possess knowledge and proven experience in one or more of the following areas: operating systems and their applications in a networked (heterogeneous and homogenous) or stand-alone environment; system benchmarks and performance tuning; network protocols; network-based applications; systems planning, implementation and management for medium and large multi-user environments; system security issues and applications; network management software and platforms; various computer architectures and vendor lines; data storage technologies and their application in the IT environment; and various computer languages and software development methodologies. Designs complex network systems from requirements. Implements networks from plans. Reviews systems requirements. Analyzes, troubleshoots, and develops solutions. Works independently at the highest technical level formulating creative solutions to diverse and highly complex technical or scientific assignments.

Minimum Education: Undergraduate degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline and 4 years’ experience.

Minimum/General Experience: 4 years

Experience & Degree Substitution Equivalencies - Non-Engineer Labor Categories
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s degree + 6 years relevant experience or 8 years relevant experience</td>
</tr>
</tbody>
</table>
**Help Desk Analyst I**

*Functional Responsibility:* The Help Desk Analyst I provides immediate assistance in response to software suite user’s requests for help in the office automation suite and provides one-on-one training to newly arriving personnel.

**Minimum Education:** High School

**Minimum/General Experience:** 0 years

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**Help Desk Analyst II**

*Functional Responsibility:* The Help Desk Analyst II provides immediate assistance in response to software suite user’s requests for help in the office automation suite and provides one-on-one training to newly arriving personnel. Requires expertise in the software suites in use in the office and the ability to train others in the use of the individual software packages.

**Minimum Education:** High School Diploma and 2 years’ experience.

**Minimum/General Experience:** 2 years

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**Help Desk Analyst III**

*Functional Responsibility:* The Help Desk Analyst III provides immediate assistance in response to software suite user’s requests for help in the office automation suite and provides one-on-one training to newly arriving personnel. Requires expertise in the software suites in use in the office and the ability to train others in the use of the individual software packages.

**Minimum Education:** High School Diploma and 2 years’ experience.

**Minimum/General Experience:** 4 years
**IT Consultant**

**Functional Responsibility:** The IT Consultant must possess knowledge and practical experience in one or more of the following areas: operating systems and their applications in a networked (heterogeneous and homogenous) or stand-alone environment; systems administration and configuration of at least two (2) operating systems; and various computer languages and software development methodologies. Designs network systems from requirements. Implements networks from plans. Reviews systems requirements. Analyzes, troubleshoots, and develops solutions.

**Minimum Education:** Undergraduate degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline and 2 years’ experience. Acceptable substitution would be a Cisco Certified Network Associate (CCNA) and 8 years’ experience.

**Minimum/General Experience:** 3 years

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**Jr. IT Consultant**

**Functional Responsibility:** The Jr. IT Consultant manages highly complex configurations of multiple file, communication, and print servers, as well as printers, modems, and other peripherals. Makes changes to the Local Area Network (LAN) components and configuration. Assures proper operation of network printers and modems. Assists in the trouble shooting of user problems. Provides for the day-to-day operation and backup of multiple LAN file servers.

**Minimum Education:** Associate’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline and three years’ experience. Acceptable substitute would be 3 years of directly related experience.

**Minimum/General Experience:** Advanced applicable hardware and software certifications and three (3) or more years of work experience in LAN/WAN administration.

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**Project Manager**

**Functional Responsibility:** The Project Manager (PM) performs project management functions including: planning workload requirements to meet client requirements; preparing technical and price proposals; preparing invoicing; interviewing and hiring employees to meet client requirements; and providing professional consultation. Must have an understanding of business practices.

**Minimum Education:** Undergraduate degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline and 7 years’ experience. Acceptable substitute would be an advanced degree in the same disciplines and 3 years’ experience or an Associate’s degree or 2+ years of college and 10 years’ experience.

**Minimum/General Experience:** 7 years
**Sr. IT Consultant**

**Functional Responsibility:** The Senior IT Consultant must possess knowledge and proven experience in one or more of the following areas: operating systems and their applications in a networked (heterogeneous and homogenous) or stand-alone environment; system benchmarks and performance tuning; network protocols; network-based applications; systems planning, implementation and management for medium and large multi-user environments; system security issues and applications; network management software and platforms; various computer architectures and vendor lines; data storage technologies and their application in the IT environment; and various computer languages and software development methodologies. Designs complex network systems from requirements. Implements networks from plans. Reviews systems requirements. Analyzes, troubleshoots, and develops solutions. Works independently at the highest technical level formulating creative solutions to diverse and highly complex technical or scientific assignments.

**Minimum Education:** Undergraduate degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline and 4 years’ experience.

**Minimum/General Experience:** 4 years

**Subject Matter Expert I**

**Functional Responsibility:** Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work with some supervision. Directs the composition or composes and finalizes documentation.

**Minimum Education:** Bachelor’s

**Minimum/General Experience:** 3 years
**Subject Matter Expert II**

**Functional Responsibility:** Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work with no supervision. Directs the composition or composes and finalizes documentation.

**Minimum Education:** Bachelor’s

**Minimum/General Experience:** 5 years

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**Subject Matter Expert III**

**Functional Responsibility:** Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level and may supervise others. Directs the composition or composes and finalizes documentation.

**Minimum Education:** Bachelor’s

**Minimum/General Experience:** 7 years
**Subject Matter Expert V**

**Functional Responsibility:** Provides highest-level, bona fide subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of enterprise architecture and systems lifecycle with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level and may supervise others. Has former supervisory experience in a related program/task.

**Minimum Education:** Master’s

**Minimum/General Experience:** 7 years

**Web Designer**

**Functional Responsibility:** The Web Designer provides graphics design and or rich multimedia design services to support computer software programs or web applications. Duties may include designing logos, graphics, banners, and functional workflows. Requires working knowledge of applications such as Adobe Photoshop, Illustrator, GNU Image Manipulation Program (GIMP), or other similar graphic editing software. Requires familiarity with implementing graphics and designs with web languages such as HyperText Markup Language (HTML), Cascading Style Sheets (CSS), and PHP: Hypertext Preprocessor (PHP).

**Minimum Education:** Associates degree in Graphic Design, Web Design, or related discipline. Acceptable substitute would be an undergraduate degree and 2 years’ experience.

**Minimum/General Experience:** 3 years

**Web Developer**

**Functional Responsibility:** The Web Developer provides technical expertise in performing web applications programming and systems analysis for database and software development and maintenance activities. Work will include: software requirements; definition and design; applications development; and work with third and fourth generation computer languages and relational database management systems. Requires a working level of skill in programming structured languages such as PHP, Active Server Pages (ASP), HTML, JAVA, Structured Query Language (SQL), and related programming tools. Can supervise programmers, web designers, or research assistants.

**Minimum Education:** Undergraduate degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline and 5 years’ experience. Acceptable substitute would be an advanced degree in the same disciplines and 2 years’ experience.

**Minimum/General Experience:** 5 years
Experience & Degree Substitution Equivalencies - Non-Engineer Labor Categories

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