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 GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule

**Code F: Information Technology**
- F03. IT Services Subcategory
- F04. IT Software Subcategory

**Code G: Miscellaneous**
- G06. Complimentary SINs Subcategory

**Contract number:** 47QTCA18D0056
**Contract period:** January 8, 2018 through January 7, 2023
**Pricelist current through Modification #PA-0010 Effective Date November 12, 2020**

For more information on ordering from Federal Supply Schedules go to the internet address: [http://www.gsa.gov/schedules](http://www.gsa.gov/schedules).

agencyQ

agencyQ, Inc.
1825 K ST NW STE 500
WASHINGTON, DC 20006
Phone: 202-776-9090
**Point of Contact:** Sean Breen
**Email:** sean.breen@agencyq.com

**Business Size:** Small
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
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</thead>
<tbody>
<tr>
<td>54151</td>
<td>Software Maintenance Services</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional 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. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply: N/A

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item: Please refer to Page #17, LABOR CATEGORY DESCRIPTIONS.

2. Maximum order:
   Special Item No. 54151 -- $500,000
   Special Item No. 54151S -- $500,000
   Special Item No. OLM -- $250,000

3. Minimum order: $100


5. Point(s) of production (city, county, and State or foreign country): Same as company address.

6. Discount from list prices or statement of net price: Prices shown in pricelist are net. Discounts have been deducted and the Industrial Funding Fee has been added.

7. Quantity discounts: None

8. Prompt payment terms: 0%; Net 30 days

9. Foreign items (list items by country of origin): N/A

10a. Time of delivery: Negotiated with Ordering Activity

10b. Expedited Delivery: Negotiated with Ordering Activity

10c. Overnight and 2-day delivery: Negotiated with Ordering Activity

10d. Urgent Requirements: Negotiated with Ordering Activity
11. F.O.B. point(s): Destination

12a. Ordering address(es):
Computer-to-Computer Electronic Data Interchange (EDI)
Sean Breen
1825 K St. NW, Suite 500
Washington, DC 20006
202-263-4699
sean.breen@agencyq.com

12b. 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.

13. Payment address(es):
1825 K St. NW, Suite 500
Washington, DC 20006
202-263-4699
sean.breen@agencyq.com

14. Warranty provision: Standard Commercial

15. Export packing charges, if applicable: N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/: N/A

23. Data Universal Number System (DUNS) number:
085237977

24. Notification regarding registration in System for Award Management (SAM) database:
agency, Inc. is registered in SAM and the registration is current, CAGE code: 1MJ89
### SIN DESCRIPTIONS

**54151 -- Software Maintenance Services:** Creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance services includes person-to-person communications regardless of the medium used to communicate; telephone support, online technical support, customized support, and/or technical expertise which are charged commercially.

NOTE: Subject to Cooperative Purchasing

**54151S -- Information Technology Professional Services:** 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
1) 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

2) Services Performed
   a) All 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.
   b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

3) Travel
   Any Contractor travel required in the performance of services must comply with the Pub. L. 99-234 and FAR Part 31.205-46, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

4) Warranty
   a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.
   b) The Contractor's commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements, if applicable.
   c) Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.
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<thead>
<tr>
<th>Regulation Number</th>
<th>Regulation Title/Comments</th>
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<tbody>
<tr>
<td>52.222-46</td>
<td>EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)</td>
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<tr>
<td>52.222-48</td>
<td>EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR MAINTENANCE, CALIBRATION, OR REPAIR OF CERTAIN EQUIPMENT CERTIFICATION (MAY 2014)</td>
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<tr>
<td>52.223-19</td>
<td>COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)</td>
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<td>52.223-2</td>
<td>AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)</td>
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<tr>
<td>52.229-1</td>
<td>STATE AND LOCAL TAXES (APR 1984)</td>
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<tr>
<td>52.223-62</td>
<td>PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)</td>
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<td>52.223-13</td>
<td>ACQUISITION OF EPEAT® - REGISTERED IMAGING EQUIPMENT (JUN 2014)</td>
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<td>52.223-14</td>
<td>ACQUISITION OF EPEAT® - REGISTERED TELEVISIONS (JUN 2014)</td>
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<td>52.223-16</td>
<td>ACQUISITION OF EPEAT® - REGISTERED PERSONAL COMPUTER PRODUCTS (OCT 2015)</td>
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<td>552.238-115</td>
<td>SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)</td>
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<td>552.238-107</td>
<td>TRAFFIC RELEASE (SUPPLIES) (MAY 2019)</td>
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<td>552.238-73</td>
<td>IDENTIFICATION OF ELECTRONIC OFFICE EQUIPMENT PROVIDING ACCESSIBILITY FOR THE HANDICAPPED (MAY 2019)</td>
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<tr>
<td>552.238-86</td>
<td>DELIVERY SCHEDULE (MAY 2019)</td>
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<tr>
<td>552.238-89</td>
<td>DELIVERIES TO THE U.S. POSTAL SERVICE (MAY 2019)</td>
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<td>552.238-90</td>
<td>CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2019)</td>
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<td>552.238-91</td>
<td>MARKING AND DOCUMENTATION REQUIREMENTS FOR SHIPPING (MAY 2019)</td>
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<td>552.238-92</td>
<td>VENDOR MANAGED INVENTORY (VMI) PROGRAM (MAY 2019)</td>
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<tr>
<td>552.238-93</td>
<td>ORDER ACKNOWLEDGMENT (MAY 2019)</td>
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<tr>
<td>552.238-94</td>
<td>ACCELERATED DELIVERY REQUIREMENTS (MAY 2019)</td>
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Experience Substitution for All Offered Labor Categories

Please note that consistent with agencyQ’s hiring practices, work experience can be substituted for degree requirements. Experience, education, and the description of duties for the labor categories on the agencyQ MAS Schedule are provided as a guideline to the typical background for staff to be provided under individual orders. One year of functional experience is the equivalent of one year of education. One year of education is the equivalent of one year of functional experience. For example, two years of functional experience can be substituted for an Associate degree and four years of functional experience can be substituted for a bachelor’s degree. GSA Customer Agencies will be notified when there are any tradeoffs made for education/experience for agency review/approval for agency requirements.

**Project Coordinator**

**Functional Responsibility:** Supports client projects as tasked. May assist in the preparation of status reports. Duties may include word processing, research, proofreading, editing, copying, and binding, maintaining department/client files, expense reports, and coordinating events/meeting. Coordinates systems development, systems maintenance, and production activities for necessary support resources. Working knowledge of applicable software applications. Participates in the day-to-day activities of the project as assigned by senior staff. Works under supervision.

**Minimum Education/Experience:** Requires an AA or Technical Degree and a minimum of 1 year of experience.

**Project Manager**

**Functional Responsibility:** Coordinates and monitors status of client projects. Prepares status reports and briefs for account team members, clients, or others. Participates in the day-to-day activities of the project. Reports to senior staff. Coordinates systems architecture, development, systems maintenance, and production activities for necessary support resources. Working knowledge of applicable software applications. Participates in the day-to-day activities of the project.

**Minimum Education/Experience:** Requires a BS/BA in English, Communications, IT, Marketing or related field and a minimum of 2 years of experience.

**Senior Project Manager**

**Functional Responsibility:** Coordinates and monitors status of client projects. Prepares status reports and briefs for account team members, clients, or others. Participates in the day-to-day activities of the project. Reports to senior staff. Coordinates systems architecture, development, systems maintenance, and production activities for necessary support resources. Working knowledge of applicable software applications. Participates in the day-to-day activities of the project.

**Minimum Education/Experience:** Requires a BS/BA in English, Communications, IT, Marketing or related field and a minimum of 5 years of experience.
Account Manager
Functional Responsibility: Oversees and manages all aspects of client account, including client contact, team coordination, and larger project strategy. Provides specific strategic direction in the support of information systems design and management. Reports to senior staff.
Minimum Education/Experience: Requires a BS/BA in English, Communications, IT, Marketing or related field and a minimum of 3 years of experience.

Vice President, Accounts
Functional Responsibility: Oversees and manages all aspects of client account, including client contact, team coordination, and larger project strategy. Provides specific strategic direction in the support of information systems design and management.
Minimum Education/Experience: Requires a BS/BA in English, Communications, IT, Marketing or related field and a minimum of 6 years of experience.

Director, Delivery
Functional Responsibility: Coordinates and monitors status of key and complex client projects. Prepares status reports and briefs for account team members, clients, or others. Participates in the day-to-day activities of the project. Working knowledge of applicable software applications. Reports to Executive staff. Assists Executive staff in oversight of the larger client portfolio.
Minimum Education/Experience: Requires a BS/BA in English, Communications, IT, Marketing or related field and a minimum of 7 years of experience.

Senior Vice President, Delivery
Functional Responsibility: Responsible for the successful execution of the portfolio of client engagements. Designs client team structure and oversees all activities related to client deliverables, providing executive-level strategic counsel. Creates comprehensive strategy and solutions for systems architecture, development, systems maintenance, and production activities for necessary support resources. Expert knowledge of applicable software applications and systems architecture, as well as client engagement methodology. Presents to senior client groups regularly.
Minimum Education/Experience: Requires a BS/BA in English, Communications, IT, Marketing or related field and a minimum of 10 years of experience.

Data/Insights Analyst
Functional Responsibility: Interprets data, analyzes results using statistical techniques and provides ongoing reports. Acquires data from primary or secondary data sources for analysis and other strategies that optimize product efficiency and quality. Review source and destination data requirements.
Minimum Education/Experience: Requires a BS/BA in English, Communications, IT, Marketing or related field and a minimum of 2 years of experience.

Senior Data/Insights Analyst
Functional Responsibility: Interprets data, analyzes results using statistical techniques and provides ongoing reports. Acquires data from primary or secondary data sources for analysis and other strategies that optimize product efficiency and quality. Review source and destination data requirements. May supervise junior staff.
Minimum Education/Experience: Requires a BS/BA in English, Communications, IT, Marketing or related field and a minimum of 5 years of experience.
Graphic/Web Designer
Functional Responsibility: Creates, designs, and illustrates across all mediums, including original drawings. Works with clients and project team members. Position carries specialized and advanced drawing and media skills.
Minimum Education/Experience: Requires a BA/BS in Fine Arts, Design, Studio Arts, or related field and a minimum of 2 years of experience.

Senior Graphic/Web Designer
Functional Responsibility: Creates, designs, and illustrates across all mediums, including original drawings. Works with clients and project team members. Position carries specialized and advanced drawing and media skills.
Minimum Education/Experience: Requires a BA/BS in Fine Arts, Design, Studio Arts, or related field and a minimum of 5 years of experience.

UX Designer
Functional Responsibility: Designs the creative content, technical specifications, and site architecture of projects using new and traditional techniques and a wide variety of computer applications across all media.
Minimum Education/Experience: Requires a BS/BA in Fine Arts, Media and Design, or related field and a minimum of 2 years of experience.

Senior UX Designer
Functional Responsibility: Designs the creative content, technical specifications, and site architecture of projects using new and traditional techniques and a wide variety of computer applications across all media.
Minimum Education/Experience: Requires a BS/BA in Fine Arts, Media and Design, or related field and a minimum of 5 years of experience.

Art Director
Functional Responsibility: Specializes in development and concept of client’s project. Is proficient in and familiar with all multimedia applications and materials. Provides supervision to junior staff.
Minimum Education/Experience: Requires a BA in Art, Graphic Design, Information Technology, Media or Studio Arts, or related field and a minimum of 5 years of experience.

Creative Director
Functional Responsibility: Plans complex print, multimedia design, and digital projects, as well as animation and illustration. Specializes in integrated campaign development to include design of marketing materials, direct mail campaigns, and Web pages. Works independently and may supervise junior staff.
Minimum Education/Experience: Requires a BA in Art, Graphic Design, Information Technology, Media or Studio Arts, or related field and a minimum of 7 years of experience.

Chief Strategy Officer
Functional Responsibility: Responsible for client strategy development in developing digital properties & content, communications, brand and product awareness, advertising planning. Works independently and meets with clients.
Minimum Education/Experience: Requires a BS/BA in English, Communications, Marketing or related field and a minimum of 15 years of experience.
**Junior Web Developer**

**Functional Responsibility:** Provides specific development and implementation support to web services programs for accounts as assigned. Uses applicable technologies. Works under supervision.

**Minimum Education/Experience:** Requires a AA or Technical Certification and a minimum of 1 year of experience.

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**Web Developer**

**Functional Responsibility:** Supports successful development, implementation, and day-to-day management of all the web services programs for accounts as assigned. Uses advanced technologies including but not limited to Active Server Pages, JavaScript, XML, etc. to produce cross-browser, cross-platform, modular, reusable code, and other applicable technologies.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology, or related technical field and a minimum of 2 years of experience.

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**Senior Web Developer**

**Functional Responsibility:** Supports successful development, implementation, and day-to-day management of all the web services programs for accounts as assigned. Uses advanced technologies including but not limited to Active Server Pages, JavaScript, XML, etc. to produce cross-browser, cross-platform, modular, reusable code, and other applicable technologies. Works independently and may supervise junior staff.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology, or related technical field and a minimum of 5 years of experience.

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**Technical Director**

**Functional Responsibility:** Responsible for successful development, implementation, and day-to-day management of all the web services programs for accounts. Uses advanced technologies including but not limited to Active Server Pages, JavaScript, XML, etc. to produce cross-browser, cross-platform, modular, reusable code, and other applicable technologies. Works independently and supervises junior staff.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology, or related technical field and a minimum of 7 years of experience.

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**Business Analyst**

**Functional Responsibility:** Elicits, analyzes, specifies, and validates the business needs of project stakeholders and other project entities. Performs detailed analysis, develops alternative solutions, designs business solutions, conducts feasibility studies, develops implementation plans, performs project management, performs implementation tasks, conducts testing and insures results.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology or related technical field and a minimum of 2 years of experience.

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**Senior Business Analyst**

**Functional Responsibility:** Elicits, analyzes, specifies, and validates the business needs of project stakeholders and other project entities. Elicits, analyzes, specifies, and validates the business needs of project stakeholders and other project entities. Performs detailed analysis, develops alternative solutions, designs business solutions, conducts feasibility studies, develops implementation plans, performs project management, performs implementation tasks, conducts testing and insures results.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology or related technical field and a minimum of 5 years of experience.
Quality Control/Assurance Engineer

**Functional Responsibility:** Assists in developing and executing formal test plans to ensure the delivery of quality software applications. Involved in test planning, writing test cases/scripts, test case automation and test execution. Documents all problems. Plans, designs, and executes effective formal test plans for all system-related projects and initiatives. Applies analytical and problem-solving skills to develop test plans, write test cases/scripts and, conduct all testing and track all testing defects and associated fixes.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology or related technical field and a minimum of 2 years of experience.

Senior Quality Control/Assurance Engineer

**Functional Responsibility:** Responsible for developing and executing formal test plans to ensure the delivery of quality software applications. Involved in test planning, writing test cases/scripts, test case automation and test execution. Documents all problems. Plans, designs, and executes effective formal test plans for all system-related projects and initiatives. Applies analytical and problem-solving skills to develop test plans, write test cases/scripts and, conduct all testing and track all testing defects and associated fixes.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology or related technical field and a minimum of 5 years of experience.

Systems Administrator

**Functional Responsibility:** The System Administrator will be responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and Partners.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology, or related technical field and a minimum of 5 years of experience.

Network Administrator

**Functional Responsibility:** A network administrator is an individual that will be responsible for the maintenance of computer hardware and software systems that make up a computer network including the maintenance and monitoring of active data network or converged infrastructure and related network equipment.

**Minimum Education/Experience:** Requires a BS/BA in Information Technology, or related technical field and a minimum of 5 years of experience.

Systems Architect

**Functional Responsibility:** Professional and extensive experience programming in all database environments, including system integration and low-level driver development. Works with project team to ensure successful implementation of complex Web applications to support program goals. Works independently and supervises junior staff.

**Minimum Education/Experience:** Requires a BA/BS in Information Technology or related technical field and a minimum of 7 years of experience.
Chief Technical Officer

Functional Responsibility: Responsible for the strategic direction of technology teams and offerings. Provides strategic and high-level technical consulting for clients. Uses advanced technologies, including but not limited to Active Server Pages, JavaScript, XML, etc. to produce cross-browser, cross-platform, modular, reusable code, and other applicable technologies.

Minimum Education/Experience: Requires a BS/BA in Information Technology, or related technical field and a minimum of 15 years of experience.

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<thead>
<tr>
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<td>$137.14</td>
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<td>Senior Quality Control/Assurance Engineer</td>
<td>$140.16</td>
<td>$144.51</td>
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<td>Systems Administrator</td>
<td>$141.34</td>
<td>$145.72</td>
<td>$150.23</td>
<td>$154.89</td>
<td>$159.69</td>
</tr>
<tr>
<td>Network Administrator</td>
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<td>$145.72</td>
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<tr>
<td>Systems Architect</td>
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<td>$151.66</td>
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<td>Chief Technical Officer</td>
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<td>$201.53</td>
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<tr>
<td><strong>SERVICE CONTRACT LABOR STANDARDS (SCLS)</strong></td>
<td></td>
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<td></td>
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<tr>
<td>-------------------------------------------</td>
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</tbody>
</table>

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.