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.

Schedule Title: Multiple Award Schedule – MAS 99
FSC Group, Part, and Section or Standard Industrial Group (as applicable): Class 70
FSC Class(es)/Product code(s) and/or Service Codes (as applicable):

- FSC/PSC Class D301 IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE
  - Facility Management
- FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT
  - Systems Development Services
- FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING
  - Programming Services
- FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP
  - Backup and Security Services
- FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT
  - IT Network Management Services

Contract number: 47QTCA18D005D

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

Contract period: January 12, 2018 through January 11, 2023
Pricing Current through Modification # PS-0003 Dated May 22, 2020

The Green Technology Group, LLC
10619 Canterberry Road
Fairfax Station, VA, 22039-1921
Phone: 202-285-4748 and Fax: 703 250 3159
Contract Administrator: Darryl W. Green (dgreen@tgtnlcc.com)

Service Disabled Veteran Owned Small Business
SBA Certified 8(a) Firm
CUSTOMER INFORMATION:

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>Labor Category</th>
<th>Awarded Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Project Manager IV</td>
<td>117.53</td>
</tr>
<tr>
<td></td>
<td>Systems Analyst III</td>
<td>96.35</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Training Specialist</td>
<td>79.68</td>
</tr>
<tr>
<td>54151S</td>
<td>Sr Quality Assurance Mgr</td>
<td>99.55</td>
</tr>
<tr>
<td>54151S</td>
<td>Quality Assurance Specialist</td>
<td>81.69</td>
</tr>
<tr>
<td>54151S</td>
<td>SME I</td>
<td>134.04</td>
</tr>
<tr>
<td>54151S</td>
<td>SME II</td>
<td>153.11</td>
</tr>
<tr>
<td>54151S</td>
<td>MS Sharepoint Developer</td>
<td>108.03</td>
</tr>
<tr>
<td>54151S</td>
<td>Administrative Assistant**</td>
<td>28.27</td>
</tr>
<tr>
<td>54151S</td>
<td>Trainer**</td>
<td>30.91</td>
</tr>
<tr>
<td>54151S</td>
<td>Enterprise Architect</td>
<td>N/A</td>
</tr>
<tr>
<td>54151S</td>
<td>Security Architect</td>
<td>N/A</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Health IT Project Manager IV</td>
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<td>Health IT Trainer**</td>
<td>30.91</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Health IT Help Desk Specialist**</td>
<td>61.56</td>
</tr>
</tbody>
</table>

** SCA/SCLS Matrix **

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>SCLS Equivalent Labor Category</th>
<th>WD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant** and Health IT Administrative Assistant*</td>
<td>01020 - Administrative Assistant</td>
<td>15-4281</td>
</tr>
<tr>
<td>Trainer** and Health IT Trainer**</td>
<td>15050 - Computer Based Training Specialist/Instructor</td>
<td>15-4281</td>
</tr>
<tr>
<td>Help Desk Specialist** and Health IT Help Desk Specialist**</td>
<td>14170 - System Support Specialist</td>
<td>15-4281</td>
</tr>
</tbody>
</table>
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:

**Project Manager IV**

**SIN:** 541515

**Functional Responsibility:** Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Required Experience:** Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Systems Analyst III**

**SIN:** 541515

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.
Senior Training Specialist

SIN: 54151S

Functional Responsibility: Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.

Required Experience: Four years total experience performing the functions stated above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

Sr Quality Assurance Mgr

SIN: 54151S

Functional Responsibility: Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Required Experience: Six years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Quality Assurance Specialist

SIN: 54151S

Functional Responsibility: Carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.

Required Experience: Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

SME I
SIN: 54151S

**Functional Responsibility:** Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**SME II**

SIN: 54151S

**Functional Responsibility:** Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

**Required Experience:** Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**MS Sharepoint Designer**

SIN: 54151S

**Functional Responsibility:** Support in the development of content management practices and processes in support of operations.

**Required Experience:** Microsoft Certified Technology Specialist on SharePoint 2010, have 2 years of experience using and implementing SharePoint Designer. Shall have a Knowledge Management and/or Green Belt Six Sigma Cert.

**Required Education:** Bachelor's Degree in a related area and minimum of six (6) years of experience in the field or in a related area.

**Administrative Assistant**

SIN: 54151S

**Functional Responsibility:** Troubleshoot problems with projects and help resolve client issues. Perform maintenance testing for continued quality and support implementation of quality control plans.

**Required Experience:** 2 years experience providing administrative support to technical and management-level personnel.

**Required Education:** High school diploma or equivalent.
**Trainer**

**SIN:** 54151S  
**Functional Responsibility:** Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, staff.  
**Required Experience:** Must have a minimum of 3 years of experience in developing and providing IT and end user training on computer hardware and application software.  
**Required Education:** B.A. or B.S. degree

**Help Desk Specialist**

**SIN:** 54151S  
**Functional Responsibility:** Provide phone, email, web, and in-person support to users in the areas of email, directories, computer operating systems, desktop applications for all types of information technology computer systems, and applications developed or deployed under the contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.  
**Required Experience:** 2 years  
**Required Education:** Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

**Enterprise Architect**

**SIN:** 54151S  
**Functional Responsibility:** Develops IT strategy in support of customer’s business needs and objectives. Creates enterprise architecture and security documentation. Documentation includes strategic planning, integrated business services, acquisition, and training materials in support of promulgation of enterprise architecture disciplines. Analyzes prescribed methodology for risk. Advises in area of information privacy and security. Able to provide training in all facets of enterprise architectures various layers.  
**Required Experience:** 2 years  
**Required Education:** Bachelor’s Degree in IT- related discipline

**Security Analyst**

**SIN:** 54151S  
**Functional Responsibility:** Audits IT systems and networks for security threats. Advises on risk mitigation and implements security controls. Provides direction on how security should be included the strategic
plan of an organization. This includes the impact of security on acquisitions, strategic planning, training, financial services, and IT services. Develops documentation for IT security and procedures. Also serves as a trainer for security related disciplines.

**Required Experience:** 1 year

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**Health IT Project Manager IV**

**SIN:** 54151HEAL

**Functional Responsibility:** Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Required Experience:** Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

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**Health IT Systems Analyst III**

**SIN:** 54151HEAL

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

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**Health IT Senior Training Specialist**

**SIN:** 54151HEAL
Functional Responsibility: Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications related to Health IT. Performs individual and classroom training for the use of computer hardware and software.

Required Experience: Four years total experience performing the functions stated above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

**Health IT Sr Quality Assurance Mgr**

SIN: 54151HEAL

Functional Responsibility: Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for Health IT project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Required Experience: Six years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Health IT Quality Assurance Specialist**

SIN: 54151HEAL

Functional Responsibility: Drafts health information technology quality assurance policies and procedures. Interprets and implements quality assurance standards. Devises sampling procedures and directions for recording and reporting quality health data. Reviews the implementation and efficiency of quality and inspection systems. Plans, conducts and monitors testing and inspection of materials and products to ensure finished product quality. Documents internal audits and other quality assurance activities. Investigates customer complaints and nonconformance issues. Collects and compiles statistical quality data. Analyzes data to identify areas for improvement in the quality system.

Required Experience: Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Health IT SME I**

SIN: 54151HEAL

Functional Responsibility: Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as
the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, logistics, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Health IT SME II**

**SIN:** 54151HEAL

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

**Required Experience:** Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Health IT MS Sharepoint Developer**

**SIN:** 54151HEAL

**Functional Responsibility:** Builds and configures health information technology SharePoint websites using web UI or SharePoint Designer and develops code for SharePoint. Assists in project development, defining technical requirements and developing solutions; on-going support for applications; and designing and customizing SharePoint solutions. Develops health information technology applications around the core concepts of business process management, collaboration, business intelligence or enterprise content management. Plans and implements software version upgrade releases; troubleshoots and debugs SharePoint sites.

**Required Experience:** Four years experience in the functions described above.

**Required Education:** Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Health IT Administrative Assistant**

**SIN:** 54151HEAL
Health IT Specialist**

**Functional Responsibility:** Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in a health information technology environment. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.

**Required Experience:** 2 years total experience performing the functions stated above.

**Required Education:** High School diploma or equivalency certificate.

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Health IT Trainer**

**SIN:** 54151HEAL

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains clinical personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, staff.

**Required Experience:** Must have a minimum of 3 years of experience in developing and providing IT and end user training on computer hardware and application software.

**Required Education:** B.A. or B.S. degree

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Health IT Help Desk Specialist**

**SIN:** 54151HEAL

**Functional Responsibility:** Provide phone, email, web, and in-person support to users in the areas of email, directories, computer operating systems, desktop applications for all types of health information technology computer systems, and applications developed or deployed under the contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

**Required Experience:** 2 years Experience in problem resolution of systems, electronic commerce and web hosting is preferred. Also, requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Must have knowledge of the office suite and desktop applications required.

**Required Education:** Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

**Indicates SCA Applicable Labor Categories – See SCA Matrix on Page 2**

2. Maximum order: For SINs 54151S and 54151HEAL = $500,000.00; for SIN OLM $250,000.00 (please visit [https://www.gsa.gov/olm](https://www.gsa.gov/olm) for more information)

3. Minimum order: $100.00

5. Point(s) of production (city, county, and State or foreign country): Fairfax Station, Fairfax County, VA, US

6. Discount from list prices or statement of net price: All prices contained herein are NET GSA prices

7. Quantity discounts: 1% for orders over $250,000.00

8. Prompt payment terms: Net 30 Days; "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Accepted

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted

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

11a. Time of delivery: As Negotiated Between Contractor and Ordering Agency

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor


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

12. F.O.B. point(s): Destination

13a. Ordering address(es): The Green Technology Group, LLC, 10619 Canterberry Road, Fairfax Station, VA, 22039-1921

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): The Green Technology Group, LLC, 10619 Canterberry Road, Fairfax Station, VA, 22039-1921

15. Warranty provision: N/A

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

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 applicable): 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): N/A

24b. 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/

25. Data Universal Number System (DUNS) number: 824600642

26. Notification regarding registration in System for Award Management (SAM) database: System for Award Management (SAM) registration is active and current