

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SCHEDULE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

The Contractor will be awarded under the cooperative purchasing program and disaster recovery for the awarded SIN: 132-41, SIN 132-51, and SIN 70-500.

- Special Item No. 132-41: Earth Observation Solutions
- Special Item No. 132-51: IT Professional Services
- Special Item No. 70-500: Order Level Materials

Quiet Professionals, LLC.

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Service Disabled Veteran Owned Small Business (SDVOSB)



FSS Schedule 70 – Contract No. 47QTCA18D006F

Period Covered by Contract: 1 February 2018 + 5 years

General Services Administration Federal Acquisition Service

Effective Dates/Period Covered: 02/01/2018 through 01/31/2023

Last Modification: # PS-0006 dated 03/26/2019

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 GSAAAdvantage!®, a menu-driven database system.

TABLE OF CONTENTS:

CORPORATE OVERVIEW 3

CUSTOMER INFORMATION 5

TERMS AND CONDITIONS APPLICABLE TO EARTH OBSERVATION SOLUTION (EOS) SIN 132-41 8

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES SIN 132-51 13

TERMS AND CONDITIONS APPLICABLE TO ORDER LEVEL MATERIALS SIN 70-500 18

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE 20

(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT 21

BASIC GUIDELINES FOR CONTRACTOR TEAM ARRANGEMENTS (CTA) 23

SIN 132-41 AND SIN 132-51 PROFESSIONAL SERVICES RATES 24

EXPERIENCE AND EDUCATION SUBSTITUTION 34

Corporate Overview

Founded in 2013, Quiet Professionals, LLC (QP) is an independently owned and operated CVE-Certified Service Disabled Veteran Owned Small Business (SDVOSB) located in the Greater Tampa Bay Area. QP headquarters is strategically located on the scenic island of Rocky Point, only minutes from the Tampa International Airport (TPA) and MacDill Air Force Base – home to US Central Command (USCENTCOM) and US Special Operations Command (USSOCOM). The company's name, Quiet Professionals, exemplifies our unique capabilities and military competence gained from decades of executive experience within the Department of Defense's (DOD) highest priority Tier-One Special Mission Units. Today, QP provides superior services for our clients and partners using that same construct designed within a hybrid corporate infrastructure.

QP is a company built on the core values of the honest, hard-working people we hire and the reputable companies we are fortunate to partner with. We recognize the sacrifices many of our employees make by deploying to austere and hazardous locations in support of our Armed Forces. We understand the importance of rapidly staffing our Armed Forces with professionals who are competent in low-density skill sets and can provide the required level of support. QP lives by a set of core values consistent with those of the SOF organizations in which we served. Our dedication to Professionalism, Innovation, Versatility, Cohesion, Character, and Quality is the foundation upon which our company is built.

QP capabilities and past performance align with our five core competencies. Each of these core competencies represent an area where QP has the skills and resources necessary to deliver unparalleled performance to our clients. Our core competencies are as follows:

1. Information Technology (IT) Services;
2. Full Spectrum Multi Discipline Intelligence Support Services;
3. Counter-Improvised Explosive Device Training and Services;
4. Geospatial Information Systems Services and Products; and
5. Small Unmanned Aerial Systems (sUAS) Services and Products.

Although we offer the lower costs of a small business service provider, QP is heavily invested in and employs mature business management systems. Beginning in 2015, for example, QP made the transition from Intuit QuickBooks to a more mature and comprehensive timekeeping and financial tracking system – UNANET Financials. Resulting from this transition, QP now has a DCAA-approved accounting system. QP also uses ADP Workforce Now, a web-based human resources (HR) application, to manage employee benefits, paid time off, performance reviews, company onboarding, and fulfill several additional HR functions. For internal training purposes, QP uses a Learning Management System (LMS) known as Litmos. Litmos allows QP employees to access assigned training courses tailored to their specific job responsibility as well as more generalized trainings on company policies. The strategic decision to invest in these business management systems ensures QP has the necessary corporate infrastructure in place to handle large prime contract awards.

As a testament to the maturity of our business management processes, QP is ISO 9001:2015 certified (certification number – US4166). We were also nominated as the 2018 Greater Tampa Bay Area Small Business of the Year and are ITAR registered (registration code M37110). Additionally, we hold an active Afghanistan Investment Support Agency (AISA) MOI Business License (license number – I-74427). QP continuously and relentlessly pursues new and innovative business partnerships to benefit our clients. To this end, we recently became a silver-tiered member of the Esri Partner Network and are recognized as a Federal Small Business Specialty therein.



Federal Small Business
Specialty



esri Partner Network
Silver

Customer Information

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded prices.

SIN	Description
132-41	Earth Observation Solutions
132-51	Information Technology Professional Services
70-500	Order Level Materials

- 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. **See Approved GSA Pricing.**
- 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. **Hourly rates are not applicable.**


2. **Maximum Order.**

SIN	Maximum Order
132-41	\$1,000,000.00
132-51	\$500,000.00

3. **Minimum Order.**

SIN	Minimum Order
132-41	\$100.00
132-51	\$100.00

4. **Geographic Coverage:** The geographic scope of this contract is worldwide. Quiet Professionals' rates are for CONUS efforts only. For OCONUS efforts, QP will increase the labor rates by the applicable U.S. State Department published differentials. Other related international expenses required to support employees outside of the continental United States may be charged as ODCs (including but not limited to special space costs, taxes, Defense Base Act (DBA), Worker's Compensation insurance, travel accident insurance, and possible telecommunications costs) in our task order proposals.

5. **Point of Production:** N/A
6. **Discount from list prices or statement of net price.** Prices shown are NET Prices; Basic Discounts have been deducted.
7. **Quantity/Volume Discounts.** Quiet Professionals reserves the right to offer discounts in those cases where the value of an order exceeds \$1,000,000 for SIN 132-41 and \$500,000 for SIN 132-51 or when business conditions warrant.
8. **Prompt Payment Terms.** Net 30 days.
- 9a. The Government purchase card will be accepted for payment on orders below the micro-purchase threshold.
- 9b. The Government purchase Card will be accepted for payment on orders above the micro-purchase threshold. 
10. **Foreign Items.** None
- 11a. **Time of Delivery.**

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
132-41	As Negotiated
132-51	As Negotiated
- 11b. **Expedited Delivery.** As negotiated on the task order level.
- 11c. **Overnight and 2-Day Delivery.** As negotiated on the task order level.
- 11d. **Urgent Requirements.** As negotiated on the task order level.
12. **F.O.B. Point.** Destination
- 13a. **Ordering Address.** Same as company address
- 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. and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. **Payment Address.**

Quiet Professionals, LLC Attn: Andrew Wilson
2701 North Rocky Point Drive, Suite 175 Tampa, Florida 33607
Office: 813-902-3557 Fax: 813-902-3807
15. **Warranty Provision.** Quiet Professionals' standard commercial warranty.
16. **Export packing charges, if applicable.** Not Applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** None
18. Terms and conditions of rental, maintenance, and repair are *not applicable*.
19. Terms and conditions of installation are *not applicable*.
20. Terms and conditions of repair parts are *not applicable*.
- 20a. Terms and conditions for any other services. *See critical information section for SIN specific warranty information.*
21. **List of Service and Distribution Points:** N/A
22. List of participating dealers is *not applicable*.
23. Preventive maintenance is *not applicable*.
- 24a. Special attributes such as environmental attributes are *not applicable*.
- 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:** 828725163
26. **Notification regarding registration in SAM.gov database:** Cage Code : 58LL9

Terms and Conditions Applicable to Earth Observation Solution (EOS) SIN 132-41

1. SCOPE

- a. The terms and conditions stated under Special Item Number 132.41 Earth Observation Solutions apply exclusively to this SIN within the Information Technology Schedule
- b. This SIN is a solutions SIN, which involves services and products to include but not limited to imagery, subscriptions, software, platform and data-as-a-service (DaaS), and end-to-end data analytics. This SIN provides ordering activities with access to a wide range of Earth Observation Solutions.
- c. Earth Observation Solutions provided shall comply with all certifications and industry standards, as specified by ordering activity.
- d. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. INFORMATION ASSURANCE AND SECURITY REQUIREMENTS

- a. The contractor shall meet information assurance and security requirements in accordance with the ordering activity requirements specified in the order and/or Blanket Purchase Agreement. The ordering activity is responsible for ensuring to the maximum extent practicable that each requirement issued is in compliance with the Federal Information Security Management Act (FISMA) as applicable.
- b. The ordering activity shall assign an impact level (per Federal Information Processing Standards Publication 199 & 200 (FIPS 199, "Standards for Security Categorization of Federal Information and Information Systems") (FIPS 200, "Minimum Security Requirements for Federal Information and Information Systems") prior to issuing the initial statement of work. Evaluations shall consider the extent to which each proposed service accommodates the necessary security controls based upon the assigned impact level. The Contractor awarded the SIN shall be capable of meeting at least the minimum security requirements assigned against a low-impact information system.
- c. The ordering activity reserves the right to independently evaluate, audit, and verify the FISMA compliance for any proposed or awarded services. All FISMA certification, accreditation, and evaluation activities are the responsibility of the ordering activity.
- d. Ordering activities are responsible for determining any additional information assurance and security related requirements based on the nature of the application and relevant mandates. This may include incorporation of the appropriate security forms (e.g., a DD-254) for any special clearance requirements and indoctrinations, such as Sensitive Compartmented Information (SCI). This may also include DOD Directives cited in specific orders and Blanket Purchase Agreements.

3. STANDARDS COMPLIANCE

- a. Vendor suitability for offering solutions through the Earth Observation Solutions SIN must be in accordance with the laws and standards when cited applicable to specific orders and Blanket Purchase Agreements. Offerings shall comply with cited Department of Defense (DoD) standards, Intelligence Community (IC) standards, Open Geospatial Consortium (OGC) standards (<http://www.opengeospatial.org/standards>), and other standards such as <https://nationalmap.gov/standards> stated as applicable in specific orders and Blanket Purchase Agreements (BPAs).

4. ORDER

- a. Ordering activities/agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements, individual purchase orders, delivery orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232- 19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All delivery or task orders are subject to the terms and conditions of the contract. In the event of conflict between an order and the contract, the contract will take precedence.

5. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of Earth Observation Solutions must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. All travel will be agreed upon with the client prior to the Contractor's travel.

6. INSPECTION/ACCEPTANCE

- a. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any product that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming item at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial

change occurs in the condition of the product, unless the change is due to the defect in the product. For inspection and acceptance, the latest versions in the contract apply of 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS and 552.212-4 - CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS.

7. ENTERPRISE USER LICENSE AGREEMENTS REQUIREMENTS (EULA)/COMMERCIAL SUPPLIER AGREEMENTS (CAS)

- a. The Contractor shall provide all EULAs/CSAs in an editable Microsoft Office (Word) format.

8. WARRANTY

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee / warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract. If no implied warranties are given, an express warranty of at least 60 days must be given in accordance with FAR 12.404(b)(2).
- c. Limitation of Liability. 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.

Warranty Disclaimer: EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, CLIENT AND QP DISCLAIM ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. MOREOVER, THE QP SOLUTION IS PROVIDED AS-IS AND AS AVAILABLE, AND THAT SUCH QP SOLUTION MAY INCLUDE PUBLICLY AVAILABLE OR THIRD PARTY-SOURCED INFORMATION WHICH MAY BE INACCURATE OR INCOMPLETE. QP MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO ANY THIRD PARTY SOFTWARE.

9. TECHNICAL SERVICES

- a. The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number for the purpose of providing user assistance and guidance in the implementation of any software provided. The technical support number is available from 0800 to 1700 Eastern Time. QP's Technical Support Hotline No. is 813-902-3557. Follow the prompts to reach the Business Support Division.

10. RESPONSIBILITIES OF THE CONTRACTOR

- a. The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (MAY 2014) Rights in Data – General, may apply. The Contractor shall comply with contract clause (52.204-21) to the Federal Acquisition Regulation (FAR) for the basic safeguarding of contractor information systems that

process, store, or transmit Federal data received by the contract in performance of the contract. This includes contract documents and all information generated in the performance of the contract.

11. RESPONSIBILITIES OF THE ORDERING ACTIVITY

- a. Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite services.

12. INDEPENDENT CONTRACTOR

- a. All work performed under the Earth Observation Solutions SIN shall be as an independent contractors, and not as an agent or employee of the ordering activity.

13. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions:
 - I. "Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
 - II. "Contractor and its affiliates" and "Contractor or its affiliates" refers to the contracts, 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.
 - III. 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.

14. INVOICES

- a. The Contractor, upon completion of the work ordered, shall submit invoices. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

15. RESUMES

- a. Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request or as required. The contractor is required to provide personnel meeting the qualifications specified under any labor categories quoted on a Time & Materials order or that form the Firm Fixed Price.

16. APPROVAL OF SUBCONTRACTS

- a. The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

17. DESCRIPTION OF SERVICES AND PRICING

- a. The Contractor shall provide a description of offerings under Earth Observation Solutions SIN: 132-41 in the same manner as the Contractor sells to its commercial and ordering activity customers. The contractor shall provide a description and any applicable licensing should be included. If the contractor is proposing hourly rates (for hours that are not already rolled into a subscription), then a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum pricing.
- c. Group 70 Information Technology Schedule is not to be used as a means to procure services which fall under the Brooks Act. The services offered under this SIN shall NOT include construction, alteration of real property or Architect-Engineering (A-E) services as set forth in FAR Part 36. FAR 36.6 distinguishes between mapping services of an A-E nature and mapping services which are not connected nor incidental to the traditionally accepted A-E Services that are allowable on Schedule 70.

Terms and Conditions Applicable to Information Technology (IT) Professional Services SIN 132-51

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. Quiet Professionals provides services at QP's facility and/or at the ordering activity location, as agreed to by QP and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 PERFORMANCE INCENTIVES (APRIL 2000)

- a. Performance incentives may be agreed upon between the QP and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. QP will commence performance of services on the date agreed to by QP and the ordering activity.
- b. QP agrees to render services only during normal working hours, unless otherwise agreed to by QP and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the

date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- a. The Contracting Officer may, at any time, by written order to the Contractor require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either
 - I. Cancel the stop-work order; or
 - II. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if –
 - I. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - II. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION SERVICES

- a. In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS-COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

- a. QP 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 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

- a. Subject to security regulations, the ordering activity shall permit QP access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

- a. All IT Professional Services performed by QP under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions:
 - I. “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
 - II. “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.
 - III. An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work
- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

- a. QP, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

- a. For firm-fixed price orders the ordering activity shall pay QP, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision –
 - I. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
 - II. 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—
 - i. The offeror;
 - ii. Subcontractors; and/or
 - iii. Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

- a. Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

- a. Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

- a. The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF SERVICES AND PRICING

- a. The Contractor shall provide a description of offerings under IT Professional Services SIN 132-51 in the same manner as the Contractor sells to its commercial and ordering activity customers. The contractor shall provide a description and any applicable licensing should be included. If the contractor is proposing hourly rates (for hours that are not already rolled into a subscription), then a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

- b.** Pricing shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
- c.** Group 70 Information Technology Schedule is not to be used as a means to procure services which fall under the Brooks Act. The services offered under this SIN shall NOT include construction, alteration of real property or Architect-Engineering (A-E) services as set forth in FAR Part 36. FAR 36.6 distinguishes between mapping services of an A-E nature and mapping services which are not connected nor incidental to the traditionally accepted A-E Services that are allowable on Schedule 70.

Terms and Conditions Applicable to Order Level Materials SIN 70-500

The SIN Description is as follows:

- a) Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time and Material (T&M) or Labor Hour (LH) Contract Line Number (CLIN) and are subject to a Not to Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs) and indirect costs. OLMs are purchased under the authority of the FSS program and are not “open market items”.
- b) Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.
- c) The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of the OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.
- d) The Maximum Order Threshold for the OLM SINs is \$100,000.
- e) See clauses 552.212-4 Contract Terms and Conditions – Commercial Items (JAN 2017) (Deviation – FEB 2018) (Alternate I – JAN 2017) (Deviation – FEB 2017)
- f) OLMs are only authorized for inclusion at the order level under a T&M or LH CLIN and are subject to an NTE ceiling price.
- g) The Order-Level Materials SIN contains no items or pricing, since by definition OLMs are unknown at the time of FSS contract award. The ordering activity contracting officer is responsible for defining OLMs and determining proposed OLM pricing fair and reasonable for a particular order.
- h) OLMs are purchased under the authority of the FSS Program and are not “open market items”.
- i) Items awarded under ancillary supplies/services and other direct cost (ODC) SINs are not Order-Level Materials. These SINs are reserved for items that can be defined and priced up-front at the FSS contract level.
- j) The Order-Level Materials SIN cannot be the only SIN awarded on a contract. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN.

- k) The Order-Level Materials SIN is exempt from Commercial Sales Practices disclosure requirements.
- l) The Order-Level Materials SIN is exempt from the following clauses:
 - 552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contracts
 - I-FSS-969 Economic Price Adjustment – FSS Multiple Award Schedule
 - 552.238-71 Submission and Distribution of Authorized FSS Schedule Pricelists, 552.238-75 Price Reductions.
- m) Terms and conditions that otherwise apply to the FSS contract also apply to the Order-Level Materials SIN. Examples include but are not limited to:
 - Trade Agreements Act (TAA)
 - Sales Reporting and IFF Remittance
 - Environmental Attributes Clauses
 - Ability One Program Essentially the Same (ETS) compliance
- n) The Order-Level Materials SIN is subject to any transactional data reporting (TDR) requirements in effect under the FSS contract.
- o) Prices for items provided under the Order Level Materials SIN must be inclusive of the IFF. The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.
- p) The following clause is ADDED to this contract:
 - 552.238-82 Special Ordering Procedures for the Acquisition of Order Level Materials (JAN 2018)

Best Value Blanket Purchase Agreement Federal Supply Schedule

Quiet Professionals, LLC. (QP)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **QP** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) **47QTCA18D006F**

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Ordering Activity	Date	Contractor	Date
		<i>Quiet Professionals, LLC.</i> 47QTCA18D006F	

(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) **47QTCA18D006F**, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) 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:

MODEL NUMBER / PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) 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 hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), 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.

Basic Guidelines For Contractor Team Arrangements (CTA)

Federal Supply Schedule Contractors may use “Contract Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract. Participation in a CTA is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements. Here is a general outline on how it works:

1. The customer identifies their requirements
2. Federal Supply Schedule Contractors may individually meet the customer’s needs, or
3. Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement
4. Customers make a best value selection

SIN 132-41 and SIN 132-51 Professional Services Rates

5-Year Price Escalation at 3% Annually (IFF included)

SIN	Labor Category	Year 1 (Base Period)	Year 2	Year 3	Year 4	Year 5
132-51	Web Software Developer	\$84.82	\$87.36	\$89.99	\$92.69	\$95.47
132-51	Testing Engineer	\$125.87	\$129.65	\$133.53	\$137.54	\$141.67
132-51	IT Systems Engineer	\$123.44	\$127.14	\$130.95	\$134.88	\$138.93
132-51	Network Engineer	\$119.65	\$123.24	\$126.94	\$130.74	\$134.67
132-51	SharePoint Developer	\$102.94	\$106.03	\$109.21	\$112.49	\$115.86
132-51	Senior SharePoint Developer	\$107.22	\$110.44	\$113.75	\$117.17	\$120.68
132-51	Systems Integration Specialist	\$141.66	\$145.91	\$150.29	\$154.80	\$159.44
132-51	Network Integration Specialist	\$141.66	\$145.91	\$150.29	\$154.80	\$159.44
132-51	Database Manager	\$119.65	\$123.24	\$126.94	\$130.74	\$134.67
132-51	Database Administrator	\$104.57	\$107.71	\$110.94	\$114.27	\$117.69
132-51	Help Desk Specialist - Junior	\$55.13	\$56.78	\$58.49	\$60.24	\$62.05
132-51	Help Desk Specialist - Mid	\$67.36	\$69.38	\$71.46	\$73.61	\$75.81
132-51	Help Desk Specialist - Senior	\$72.49	\$74.66	\$76.90	\$79.21	\$81.59
132-51	Help Desk Manager	\$75.36	\$77.62	\$79.95	\$82.35	\$84.82
132-51	Data Entry Clerk	\$30.36	\$31.27	\$32.21	\$33.18	\$34.17
132-51	Information Systems Training Spec	\$103.28	\$106.38	\$109.57	\$112.86	\$116.24
132-41	Project Manager	\$98.94	\$101.87	\$104.93	\$108.08	\$111.32
132-41	Imagery Analyst - Level A	\$51.37	\$52.91	\$54.50	\$56.13	\$57.82
132-41	Imagery Analyst - Level B	\$54.79	\$56.43	\$58.13	\$59.87	\$61.67
132-41	Imagery Analyst - Level C	\$58.13	\$59.88	\$61.67	\$63.52	\$65.43
132-41	Senior Imagery Analyst - Level D	\$60.94	\$62.76	\$64.65	\$66.59	\$68.58
132-41	Senior Imagery Analyst - Level E	\$63.04	\$64.90	\$66.85	\$68.85	\$70.92
132-41	Geospatial Analyst	\$60.94	\$62.76	\$64.65	\$66.59	\$68.58
132-41	Senior Geospatial Analyst	\$67.12	\$69.14	\$71.21	\$73.35	\$75.55
132-41	ISR Collection Manager	\$76.73	\$79.03	\$81.40	\$83.84	\$88.95
132-41	Imagery Analyst Trainer	\$58.13	\$59.88	\$61.67	\$63.52	\$65.43
132-41	Principal GIS Consultant / Program Mgr	N/A	\$244.80	\$252.14	\$259.71	\$267.50
132-41	Senior GIS Consultant / Project Mgr	N/A	\$214.20	\$220.62	\$227.24	\$234.06
132-41	GIS Consultant / Site Lead	N/A	\$145.86	\$150.23	\$154.74	\$159.38
132-41	Senior GIS System / Software Architect	N/A	\$179.80	\$185.19	\$190.75	\$196.47
132-41	GIS Systems / Software Developer	N/A	\$128.56	\$132.41	\$136.39	\$140.48
132-41	GIS Technical Specialist / Engineer	N/A	\$101.13	\$104.17	\$107.29	\$110.51
132-41	GIS Database Specialist / Analyst	N/A	\$96.37	\$99.27	\$102.24	\$105.31
132-41	Junior Cartographer / GIS Analyst	N/A	\$63.04	\$64.93	\$66.88	\$68.88
132-41	Mid Cartographer GIS Analyst	N/A	\$71.29	\$73.43	\$75.63	\$77.90
132-41	Senior Cartographer / GIS Analyst	N/A	\$90.40	\$93.12	\$95.91	\$98.79

Superior Skills, Proven Performance

PROJECT MANAGER:

- **Experience:** 10+ years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Serves as the contractor's contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates within a cybersecurity environment. Shall be responsible for the overall contract performance. Ability to manage and ensure the successful completion multiple technical tasks in assigned program(s).

IT SYSTEM ENGINEER:

- **Experience:** 10 Years IT Support Experience
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable. Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing.

NETWORK ENGINEER:

- **Experience:** 5 Years IT Support Experience
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Resolves complex network problems. Addresses network security issues. Interfaces with all client levels. Presents recommendations on network interfaces and configurations. Participates in and may lead aspects of major network installations and upgrades. Works with vendors and network analysts as appropriate to resolve unusually complex network problems. Provides guidance to less experienced network administrators. Performs complex assignments with little guidance.

SYSTEMS INTEGRATION SPECIALIST:

- **Experience:** 5 Years IT Support Experience
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Responsibilities include assisting in monitoring and adjusting network constraints to ensure optimum performance. Works with operation management and client in aiding implementation of specific technology approach. Installs and supports LAN and configures networks. Analyzes network characteristics (e.g. traffic, transmission speeds, throughput, etc.). Also assists in troubleshooting fiber transmission facilities and over-all maintenance of network equipment. Creates documentation for system support

and users. Supports the evaluation of hardware and software. Assists in testing of system and application software.

NETWORK INTEGRATION SPECIALIST

- **Experience:** 5 Years IT Support Experience
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Responsibilities include assisting in monitoring and adjusting network constraints to ensure optimum performance. Works with operation management and client in aiding implementation of specific technology approach. Installs and supports LAN and configures networks. Analyzes network characteristics (e.g. traffic, transmission speeds, throughput, etc.). Also assists in troubleshooting fiber transmission facilities and over-all maintenance of network equipment. Creates documentation for system support and users. Supports the evaluation of hardware and software. Assists in testing of system and application software.

DATABASE ADMINISTRATOR

- **Experience:** 3-5 years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Manages and maintains all production and non-production databases. Responsible for standards and design of physical data storage, maintenance, access and security administration. Performs backup and recovery on Database Management Systems, configures database parameters, and prototype designs against logical data models, defines data repository requirements, data dictionaries and warehousing requirements. This position optimizes database access and allocates/re-allocates database resources for optimum configuration, database performance and cost. Works independently or as a part of a team under general supervision. May coach more junior technical staff.

IMAGERY ANALYST – LEVEL A

- **Experience:** 3 Years
- **Education:** Associates Degree or Higher in Relevant Field
- **Description:** Knowledge of the principles, methods, and techniques used in statistical analysis. Knowledge of the principles, methods, and techniques used in database management. Ability to prepare and present technical research specific certifications or military education/training may be required, depending on job assignment. Provides analysis and research for national security, infrastructure, technology, country, geographic area, biographic and targeted vulnerability. Prepares assessments of current threats and trends based on the sophisticated collection, research and analysis of classified and open source information within Earth Observation Services. Assists with development of analytical procedures to meet changing requirements and ensure maximum operational success. Collects data using a combination of standard intelligence methods and business processes. Performs data collection, analysis, interpretation, and management duties. Prepares presentations that reflect the results of the data analysis. Works with scientists and other technical experts to design and develop statistical analyses methodologies.

Maintains current knowledge of relevant technologies and subject areas. Participates in special projects as required.

IMAGERY ANALYST – LEVEL B

- **Experience:** 6 Years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Knowledge of the principles, methods, and techniques used in statistical analysis. Knowledge of the principles, methods, and techniques used in database management. Ability to prepare and present technical research specific certifications or military education/training may be required, depending on job assignment. Provides analysis and research for national security, infrastructure, technology, country, geographic area, biographic and targeted vulnerability. Prepares assessments of current threats and trends based on the sophisticated collection, research and analysis of classified and open source information within Earth Observation Services. Assists with development of analytical procedures to meet changing requirements and ensure maximum operational success. Collects data using a combination of standard intelligence methods and business processes. Performs data collection, analysis, interpretation, and management duties. Prepares presentations that reflect the results of the data analysis. Works with scientists and other technical experts to design and develop statistical analyses methodologies. Maintains current knowledge of relevant technologies and subject areas. Participates in special projects as required.

IMAGERY ANALYST – LEVEL C

- **Experience:** 8 years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Knowledge of the principles, methods, and techniques used in statistical analysis. Knowledge of the principles, methods, and techniques used in database management. Ability to prepare and present technical research specific certifications or military education/training may be required, depending on job assignment. Provides analysis and research for national security, infrastructure, technology, country, geographic area, biographic and targeted vulnerability. Prepares assessments of current threats and trends based on the sophisticated collection, research and analysis of classified and open source information within Earth Observation Services. Assists with development of analytical procedures to meet changing requirements and ensure maximum operational success. Collects data using a combination of standard intelligence methods and business processes. Performs data collection, analysis, interpretation, and management duties. Prepares presentations that reflect the results of the data analysis. Works with scientists and other technical experts to design and develop statistical analyses methodologies. Maintains current knowledge of relevant technologies and subject areas. Participates in special projects as required.

SENIOR IMAGERY ANALYST – LEVEL D

- **Experience:** 10 Years
- **Degree Required:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Comprehensive knowledge of the principles, methods, and techniques used in statistical analysis. Comprehensive knowledge of the principles, methods, and techniques used in database management. Experience preparing and presenting technical research specific certifications or military education/training may be required, depending on job assignment. Provides analysis and research for national security, infrastructure, technology, country, geographic area, biographic and targeted vulnerability. Prepares assessments of current threats and trends based on the sophisticated collection, research and analysis of classified and open source information. Develops and maintains analytical procedures to meet changing requirements and ensure maximum operational success within Earth Observation Services. Collects data using a combination of standard intelligence methods and business processes. Performs and manages data collection, analysis, interpretation, and management duties. Prepares presentations that reflect the results of the data analysis. Provides data-related training to staff. Coordinates with scientists and other technical experts to design and develop statistical analyses methodologies. May provide guidance and work leadership to less-experienced staff. Maintains current knowledge of relevant technologies and subject areas. Participates in special projects as required.

SENIOR IMAGERY ANALYST – LEVEL E

- **Experience:** 12 Years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Comprehensive knowledge of the principles, methods, and techniques used in statistical analysis. Comprehensive knowledge of the principles, methods, and techniques used in database management. Experience preparing and presenting technical research specific certifications or military education/training may be required, depending on job assignment. Provides analysis and research for national security, infrastructure, technology, country, geographic area, biographic and targeted vulnerability. Prepares assessments of current threats and trends based on the sophisticated collection, research and analysis of classified and open source information. Develops and maintains analytical procedures to meet changing requirements and ensure maximum operational success within Earth Observation Services. Collects data using a combination of standard intelligence methods and business processes. Performs and manages data collection, analysis, interpretation, and management duties. Prepares presentations that reflect the results of the data analysis. Provides data-related training to staff. Coordinates with scientists and other technical experts to design and develop statistical analyses methodologies. May provide guidance and work leadership to less-experienced staff. Maintains current knowledge of relevant technologies and subject areas. Participates in special projects as required.

GEOSPATIAL ANALYST

- **Experience:** 6 Years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Responsible for performing complex and timely geospatial, topographic, and imagery analysis. Duties include but are not limited to the Processing Exploitation and Dissemination (PED) of ground feature data and remotely sensed data such as Multi-Spectral Imagery (MSI), Light Detection and Ranging (LiDAR), and Electro-Optical Imagery. Shall demonstrate effective written and oral communication skills, with the ability to brief superiors and customers on technical matters.

SENIOR GEOSPATIAL ANALYST:

- **Experience:** 10 Years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Highly proficient in integrating with other intelligence disciplines. Demonstrates a superior knowledge of how geospatial techniques are used to support the F3EA targeting cycle. Demonstrates an established capability to interact professionally with senior leaders and partner organizations. Shall demonstrate proficiency in geospatial and intelligence data management within a variety of OGC compliant applications and databases. Demonstrate a capability to act in a project lead role. Shall be highly proficient in utilizing GIS applications and intelligence related automation to support analytical efforts and product development. Performs imagery analysis and production and possess a broad understanding of collection processes and management. Researches, trains, documents, and implements geospatial processing methodologies to solve complex tactical intelligence problems.

IMAGERY ANALYST TRAINER:

- **Experience:** 8 Years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Delivers in-resident and distance learning instructional programs in accordance with course requirements. Uses instructional methods such as, guided discussions, lectures, demonstrations, small group exercises, seminars, workshops, and laboratories. Uses Instructional technology, including but not limited to Blackboard. Conducts assessment strategy in accordance with the course design, including instructor observation, testing, and grading. Provides formal and informal student feedback. Provides subject matter expertise throughout the curriculum creation process, including content review and feedback to development staff. Relevant instructional experience includes, but is not limited to, experience developing and delivering technical training and educational courses in academic, commercial, government, or industrial organizations.

ISR COLLECTIONS MANAGER:

- **Experience:** 3 – 10 Years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Description:** Responsible for coordinating IMINT/Full-Motion Video collection requirements and ensures all intelligence data is properly disseminated. Monitors various systems for new nominated requirements, validates, and distributes them as required. Develops training tools as required on all aspects of IMINT ISR mission accomplishment. Responsible for giving presentations and briefings when required. Provide written and oral reports and briefings as needed. Must have a thorough understanding of DoD and Service collection techniques, capabilities and applications. Knowledge of communication and dissemination architectures is desired. Proficient in using manned / unmanned full motion video (FMV) imagery platforms to collect intelligence. Proficient using basic computer applications to include Microsoft Office and intelligence related automation to include Falconview, C2PC and experience with Intelligence Community Collection management systems (e.g., Coliseum) mission applications, and communications capabilities within JWICS, INTELINK, and SIPRNET (e.g., MIRC, Jabber Chat etc.). possess writing and briefing skills and be capable of effectively operating as a member team. Provides analysis and research for industry, infrastructure, technology, country, geographic area, biographic and targeted vulnerability. Prepares assessments of current events based on the sophisticated collection, research and analysis of classified and open source information. Develops and maintains analytical procedures to meet changing requirements and ensure maximum operations. Collects data using a combination of standard intelligence methods and business processes.

TESTING ENGINEER

- **Experience:** 5 Years
- **Education:** Bachelor or Higher Degree in Relevant Field
- **Description:** Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable. Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

SHAREPOINT DEVELOPER

- **Experience:** 3 to 5 Years of SharePoint Experience
- **Education:** Bachelor Degree or Higher in Relevant Field
- **Description:** Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable. Primary responsibility will be to work with the team to design and build new solutions. Serve as a second or third level support resource for existing SharePoint sites. Advise team- members and developers of governance and policies around SharePoint and the intranet platform. Collaborate closely with the SharePoint and intranet technical team, as well as business partners on successful integration of sites and applications. Estimate effort to build no-code solutions for a specific set of business and technical requirements.

SENIOR SHAREPOINT DEVELOPER

- **Experience:** 5+ Years of SharePoint Experience
- **Education:** Bachelor's Degree or higher in Relevant Field
- **Description:** Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others. Demonstrated experience with the installation, configuration, and administration of current and future MS SharePoint Portal Environments (including portal design, creating Web Parts, and document libraries), Internet Explorer 7.0 or later, and SharePoint Designer software application. Must be capable of interacting with Senior Staff, conduct briefings as required, gather Information Sharing and Collaboration technical requirements, conduct training as required and have high level technical writing skills. Expert, In-depth and functional knowledge of HTML5, JavaScript (JS), JS-Based frameworks, jQuery, Mashups, RSS, KML, XML, XSL/XSLT, web services, CAML, XPATH, AJAX, HTML, CSS, and object models to include CSOM, REST and JSON, in order to customize critical enhancements of the existing web environment Personnel will Experience with XML integration, InfoPath, SharePoint services, and the integration of other services and products with a structured query language database server.

INFORMATION SYSTEMS TRAINING SPECIALIST

- **Experience:** 5 Years
- **Education:** Bachelor's Degree
- **Description:** Responsibilities include providing support for coordinating, developing, and delivering computer-related training to the user community. Provide second level support and coordinate training with help desks. Provide standards, services, and guidance on IT related training programs that are designed to enable government agency personnel to use information technologies and systems more productively. Services include the

development, delivery, and/or coordination of training courses and materials that address specific agency needs. Possess thorough knowledge of appropriate hardware and software (ex. - PCs, Microsoft (MS) Windows, MS Office, and applications such as from SAP and Peoplesoft). Understand computer functions and related technical terminology and how they are applied in everyday business situations. Possess exceptional interpersonal skills and superior oral and written communication skills.

WEB SOFTWARE DEVELOPER

- **Experience:** 5 Years
- **Education:** Bachelor's Degree or Higher in Equivalent Field
- **Description:** Provide support to develop Web based applications including on line customer service to transform government agencies to be able to deliver their services on line. Provide support in developing the site concept, interface design, and architecture of the web-site. Provide support for the implementation of interfaces to applications. Working knowledge and experience coding in Java is required. Knowledge of several of the following areas is desirable: Active Server Pages, JavaScript, Visual Basic, JavaScript, Access, HTML, DBMS's (ex. - Oracle, Sybase, etc.) and knowledge of SQL in SQL server.

DATABASE MANAGER

- **Experience:** 5 to 10 Years
- **Education:** Bachelor's Degree or Higher in Relevant Field – requires prior management, supervisory, or team leader experience.
- **Description:** Responsible for ensuring the design, maintenance and implementation of database management systems, which provides the organization with orderly methods of data storage and controlled access to data. Possesses the technical expertise to provide leadership and manage the design and development of the organization's database environment. Ensures the design and installation of database management system applications and the establishment of the appropriate linkages to existing database applications and to other data processing systems. Ensures the development of a backup and recovery scheme for the database environment and the development and implementation of disaster recovery and business continuance procedures. Works under general direction. Manages and mentors staff and/or more junior management staff.

HELP DESK SPECIALIST - JUNIOR

- **Experience:** 2 Years
- **Education:** Associates Degree or Higher in Relevant Field
- **Required Certification:** CompTIA (A+ or Network+ or Security+ or Linux+)
- **Description:** Responds to and diagnoses problems through discussion with users, ensures a timely process through which problems are controlled. Includes problem, recognition, research, isolation, resolution, and follow-up steps, supervises operation of help desk and serves as focal point for customer concerns.

HELP DESK SPECIALIST – INTERMEDIATE

- **Experience:** 3 to 10 Years
- **Education:** Associates Degree or Higher in Relevant Field
- **Certification Required:** CompTIA (A+ or Network+ or Security+ or Linux+)
- **Description:** Responds to and diagnoses problems through discussion with users Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps Supervises operation of help desk and serves as focal point for customer concerns.

HELP DESK SPECIALIST – SENIOR

- **Experience:** 3 to 10 Years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Certifications Required:** CompTIA (A+ or Network+ or Security+ or Linux+)
- **Description:** Responds to and diagnoses problems through discussion with users, ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps Supervises operation of help desk and serves as focal point for customer concerns.

HELP DESK MANAGER

- **Experience:** 10+ Years
- **Education:** Bachelor's Degree or Higher in Relevant Field
- **Certifications Required:** CompTIA (A+ or Network+ or Security+ or Linux+)
- **Description:** Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems. Significant equivalent experience, training and/or certifications are may be substituted in lieu of degree.

DATA ENTRY CLERK

- **Experience:** 0 Years
- **Education:** High School Diploma or Higher in Relevant Field
- **Description:** Responsibilities include keying data from hard copy into electronic medium; proofing information and making edits as necessary; performing quality control and filing hard copy information upon completion.

Experience and Education Substitution

QP offers only personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. QP does allow experience to substitute for education requirements and education for experience. Also, Professional Certification related to the technology is equivalent to two years of experience or the education requirement. GSA and/or the ordering activities may have access to any QP's employee resume (by request) before, during or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting person will have equal or greater qualifications than the departing employee. QP's criteria for substitution of educational degree or experience are as follows:

Education Substituted for Experience:

- Formal education may substitute for experience.
- Each formal degree (i.e., Bachelors, Masters, or Ph.D.) may substitute for four (4) years of experience.

Experience Substituted for Formal Education:

- Specialized experience may substitute for formal education.
- Four (4) years of experience may substitute for a Bachelor Degree.
- Bachelor's Degree plus 2 years of additional general experience and 2 additional years of specific related experience with similar functional responsibilities may substitute for a Master's Degree.