AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES
Multiple Award Schedule (MAS)
Pricing Current thru Modification PS A812 - 04/2020; NAICS: 541511
SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
OLM - (ORDER-LEVEL MATERIALS)

FPDS CODE D302  IT Systems Development Services
FPDS CODE D306  IT Systems Analysis Services
FPDS CODE D307  Automated Information Systems Design and Integration Services
FPDS CODE D308  Programming Services
FPDS CODE D310  IT Backup and Security Services
FPDS CODE D316  IT Network Management Services
FPDS CODE D399  Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the 54151S – Information Technology Schedule (OLM) is not to be used as a means to procure services that properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services that are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

EPIC SYSTEMS, INC.
41229 Tynedale Ct.
Ashburn, Virginia 20148
Telephone: (703)-373-7242
Facsimile: (800) 737-0849
www.epicinfotech.com

Contract Number: 47QTC18D007B
Period Covered by Contract: 02/16/2018 to 02/15/2023

General Services Administration
Federal Supply Service

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing the Federal Supply Service’s Home Page via the Internet at http://www.fss.gsa.gov
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SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ On-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- [ ] The Geographic Scope of Contract will be domestic and overseas delivery.
- [ ] The Geographic Scope of Contract will be overseas delivery only.
- [X] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

**ORDERING ADDRESS:**

EPIC SYSTEMS, INC.
41229 Tynedale Ct.
Ashburn, Virginia 20148

**PAYMENT ADDRESS:**

EPIC SYSTEMS, INC.
41229 Tynedale Ct.
Ashburn, Virginia 20148

EPIC SYSTEMS, INC. accepts credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will also be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.
The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

**Telephone Number:** (703) 373-7242

3. **LIABILITY FOR INJURY OR DAMAGE**

   EPIC SYSTEMS, INC. shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by EPIC SYSTEMS, INC. unless such injury or damage is due to the fault or negligence of EPIC SYSTEMS, INC.

4. **STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

   Block 9: B. Order/Modification under Federal Schedule
   Block 16: Data Universal Numbering System (DUNS): 963605808
   Block 30: Type of Contractor: A. Small Disadvantaged Business
   Block 31: Woman-Owned Small Business: YES
   Block 36: Contractor's Taxpayer Identification Number (TIN): 01-0828231
   4a. CAGE CODE: 6XXC4
   4b. EPIC SYSTEMS, INC. has registered with the Central Contractor Registration Database.

5. **F.O.B: Destination**

   F.O.B Destination available in Continental U.S. and District of Columbia. FOB Destination is for the entire scope of delivery that requested.

6. **DELIVERY SCHEDULE**

   (a) Time Of Delivery: EPIC SYSTEMS, INC. shall deliver to destination within the number of calendar days after receipt of order (ARO), or as negotiated between the ordering activity and EPIC SYSTEMS, INC.

   **SPECIAL ITEM NUMBER** 54151S
   **DELIVERY TIME (Days ARO)** As negotiated between the contractor and the ordering activity
   **OLM**
   **Expedited Delivery:** As negotiated between the contractor and the ordering activity

   (b) Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact EPIC SYSTEMS, INC. for the purpose of obtaining accelerated delivery. EPIC SYSTEMS, INC. shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by EPIC SYSTEMS, INC. in writing.) If EPIC SYSTEMS, INC. offers an accelerated delivery time acceptable to the ordering activity, 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.

7. **DISCOUNTS:**

   Prices shown are NET Prices; Basic Discounts have been deducted.

   a. Prompt Payment: .5% 7-10 Days
   b. Quantity: None
   c. Dollar Volume: None
   d. Government Educational Institutions: Government Institutions are offered the same discounts as other customers
   e. Other: None

8. **TRADE AGREEMENTS ACT OF 1979, AS AMENDED:**
All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** Not Applicable

10. **SMALL REQUIREMENTS:** The minimum dollar value of orders to be issued is $100.

11. **MAXIMUM ORDER:** (All dollar amounts are exclusive of any discount for prompt payment.) 

   **SIN:** 54151S - IT Professional Services: $500,000 per order

   **OLM**

12. **USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In Accordance With FAR 8.404:**

   [NOTE: Special ordering procedures have been established for Special Item Number 54151S IT Professional Services (OLM); refer to the terms and conditions for this SIN.]

   Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity’s needs.

   a. Orders placed at or below the micro-purchase threshold. Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

   b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity’s needs. In selecting the supply or service representing the best value, the ordering activity may consider--

      (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

      (2) Trade-in considerations;

      (3) Probable life of the item selected as compared with that of a comparable item;

      (4) Warranty considerations;

      (5) Maintenance availability;

      (6) Past performance; and

      (7) Environmental and energy efficiency considerations.

   c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

      (1) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, EPIC SYSTEMS, INC. may:

1. Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
2. Offer the lowest price available under the contract; or
3. Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying to EPIC SYSTEMS, INC. where the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity’s needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:
Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by EPIC SYSTEMS, INC.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):
Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable “FIPS Publication.” Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for
subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs):
Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001).

(a) Security Clearances: EPIC SYSTEMS, INC. may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: EPIC SYSTEMS, INC. may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, EPIC SYSTEMS, INC. may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, EPIC SYSTEMS, INC. may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: EPIC SYSTEMS, INC. may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, EPIC SYSTEMS, INC. participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: EPIC SYSTEMS, INC. may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

(i) Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials or resources, as necessary.

(j) Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of
appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. **CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity’s convenience, and (m) Termination for Cause (See C.1.)

16. **GSA Advantage!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer’s Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is http://www.fss.gsa.gov/.

17. **PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract. For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable.
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. **CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders.
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by EPIC SYSTEMS, INC.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
19. **OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

*Not Applicable*

Upon request of EPIC SYSTEMS, INC. the ordering activity may provide EPIC SYSTEMS, INC. with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to EPIC SYSTEMS, INC.’s technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. **BLANKET PURCHASE AGREEMENTS (BPAs)**

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as “…a simplified method of filling anticipated repetitive needs for supplies or services by establishing ‘charge accounts’ with qualified sources of supply.” The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

“BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.”

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. **CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. **INSTALLATION, DE-INSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.
The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

http://www.biz-one.biz

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom EPIC SYSTEMS, INC. has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from ______ dated ______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

(a) EPIC SYSTEMS, INC. shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, EPIC SYSTEMS, INC. shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or EPIC SYSTEMS, INC. gives written notice to the Contracting Officer, whichever period is longer.

(c) EPIC SYSTEMS, INC. shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. EPIC SYSTEMS, INC. shall maintain a copy of all subcontractors’ proofs of required insurance and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

EPIC SYSTEMS, INC. will identify within offered software items any component interfaces that support open standard interoperability. An item’s interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27. ADVANCE PAYMENTS
A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S) OLM

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services (OLM) apply exclusively to IT Services within the scope of this MAS Information Technology Schedule.
   b. EPIC SYSTEMS, INC. shall provide services at EPIC SYSTEMS, INC.’s facility and/or at the ordering activity location, as agreed to by EPIC SYSTEMS, INC. and the ordering activity.

2. PERFORMANCE INCENTIVES
   a. When using a performance-based statement of work, performance incentives may be agreed upon between EPIC SYSTEMS, INC. and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
   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 EPIC SYSTEMS, INC. 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 EPIC SYSTEMS, INC. Incentives shall be based on objectively measurable tasks.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)
   FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3). When ordering services over $100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.
   GSA has determined that the prices for services contained in EPIC SYSTEMS, INC.’s price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
   (a) When ordering services, ordering activities shall—
   (1) Prepare a Request (Request for Quote or other communication tool):
      (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
      (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to
estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor’s experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:
Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 54151S (OLM) ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 54151S (OLM). The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency’s needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity’s needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors’ costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

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Inform contractors in the request (based on the ordering activity’s requirement) if a single BPA or multiple BPAs will be established and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering activity’s requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors’ quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

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 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.

PERFORMANCE OF SERVICES

a. EPIC SYSTEMS, INC. shall commence performance of services on the date agreed to by EPIC SYSTEMS, INC. and the ordering activity.

b. EPIC SYSTEMS, INC. agrees to render services only during normal working hours, unless otherwise agreed to by EPIC SYSTEMS, INC. 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.
6. **INSPECTION OF SERVICES**

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

7. **RESPONSIBILITIES OF THE CONTRACTOR**

EPIC SYSTEMS, INC. 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 (Deviation – May 2003) Rights in Data – General, may apply.

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. **INDEPENDENT CONTRACTOR**

All IT Services performed by EPIC SYSTEMS, INC. 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.

   “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

   “Contractor and its affiliates” and “Contractor or its affiliates” refers to EPIC SYSTEMS, INC., its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving EPIC SYSTEMS, INC., any entity into or with which EPIC SYSTEMS, INC. subsequently merges or affiliates, or any other successor or assignee of EPIC SYSTEMS, INC.

   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 EPIC SYSTEMS, INC. and its affiliates, may either (i) result in an unfair competitive advantage to EPIC SYSTEMS, INC. or its affiliates or (ii) impair EPIC SYSTEMS, INC. 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 EPIC SYSTEMS, INC., 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**

EPIC SYSTEMS, INC., upon completion of the work ordered, shall submit invoices for IT 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**

For firm-fixed price orders the ordering activity shall pay EPIC SYSTEMS, INC., 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract.

13. **RESUMES**

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

14. **INCIDENTAL SUPPORT COSTS**

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**

The ordering activity may require that EPIC SYSTEMS, INC. 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 IT SERVICES AND PRICING**

(a) **SERVICES**

EPIC SYSTEMS, INC. provides the following:

EPIC SYSTEMS, INC. offers technology and consulting solutions to help government agencies and commercial organizations save time and money by providing integration with strategic human resources objectives. Our Technology Consulting Services can help you quickly realize immediate productivity and costs benefits by speedy integration of each solution into the IT enterprise.

EPIC SYSTEMS, INC. talented professionals have the expertise to develop a complete technical and program management solution for your organization that will effectively respond to the unique challenges and opportunities that you face.

Our IT Services include: Network framework, Hadoop/Bigdata, Java/J2EE, Informatica/Greenplum/Ablinitio/Busines/Data/OA Analysis, Oracle/SQL Server, Data Conversion & Migration, Mobile Application Development, Project Management and DevOps.
1. PROFESSIONAL LABOR CATEGORIES DESCRIPTIONS:

Program Manager - I *(Commercial Labor Category)*

**Minimum/General Experience**
5 years

**Functional Responsibility**
Responsible for all aspects of the development and implementation of assigned programs and provides a single point of contact for those programs. Assists in the definition of program scope and objectives. Assists in the development of detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts program meetings and is responsible for program tracking and analysis. Ensures adherence to quality standards and reviews program deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to program team. Recommends and takes action to direct the analysis and solutions of problems.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field.

Program Manager - II *(Commercial Labor Category)*

**Minimum/General Experience**
8 years

**Functional Responsibility**
Responsible for all aspects of the development and implementation of assigned programs and provides a single point of contact for those programs. Takes programs from original concept through final implementation. Interfaces with all areas affected by the program including end users, computer services, and client services. Defines program scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts program meetings and is responsible for program tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to program team. Recommends and takes action to direct the analysis and solutions of problems.

**Minimum Education**
Bachelor’s Degree in Business/ Management/IT or related field. Advanced degree/ relevant professional certification (e.g. PMP) preferred.

Program Manager - III *(Commercial Labor Category)*

**Minimum/General Experience**
10 years

**Functional Responsibility**
Responsible for overall program management of complex, multi-task IT projects. Oversees all technical operations, prepares financial and contractual requirements. Responsible for cost control. Works with client representatives to ensure smooth project operation. Manages technical and administrative personnel when necessary.

**Minimum Education**
Bachelor’s Degree in Business/ Management/IT or related field. Advanced degree/ relevant professional certification (e.g. PMP) preferred.

Project Manager - I *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Assists in the definition of project scope and objectives. Assists in the development of detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards
and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field.

**Project Manager - II**  
*(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification (e.g. PMP) preferred.

**Project Manager - III**  
*(Commercial Labor Category)*

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Embed an agile culture using techniques from a wide range or agile and lean methodologies and frameworks, but be methodology agnostic. Help to create an open and trust- based environment, which enables a focus on delivery and facilitates continuous improvement. Assess the culture of a team or organization and delivery processes in place to identify improvements and facilitate these improvements with the right type of support. Showcase relevant tools and techniques such as coaching, advising, workshops, and mentoring. Engage with stakeholders at all levels of the organization. Develop clear lines of escalation, in agreement with senior managers. Ensure any stakeholder can easily find out an accurate and current project or program status, without disruption to delivery. Work effectively with other suppliers and agencies. Apply best tools and techniques to: team roles, behaviors, structure and culture, agile ceremonies and practices, knowledge transfer and sharing, program management, cross- team coordination, and overall governance of digital service delivery. Ensure key metrics and requirements that support the team and delivery are well defined and maintained. Equip staff with the ability to coach others. If organization level, executive coaching on the fundamental considerations of digital service delivery design

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification (e.g. PMP) preferred.

**Agile Coach**  
*(Commercial Labor Category)*

**Minimum/General Experience**
6 Years

**Functional Responsibility**
Embed an agile culture using techniques from a wide range or agile and lean methodologies and frameworks, but be methodology agnostic. Help to create an open and trust- based environment, which enables a focus on delivery and facilitates continuous improvement. Assess the culture of a team or organization and delivery processes in place to identify improvements and facilitate these improvements with the right type of support. Showcase relevant tools and techniques such as coaching, advising, workshops, and mentoring. Engage with stakeholders at all levels of the organization. Develop clear lines of escalation, in agreement with senior managers. Ensure any stakeholder can easily find out an accurate and current project or program status, without disruption to delivery. Work effectively with other suppliers and agencies. Apply best tools and techniques to: team roles, behaviors, structure and culture, agile ceremonies and practices, knowledge transfer and sharing, program management, cross- team coordination,
and overall governance of digital service delivery. Ensure key metrics and requirements that support the team and delivery are well defined and maintained. Equip staff with the ability to coach others. If organization level, executive coaching on the fundamental considerations of digital service delivery design.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification

**Agile Certified Scrum Master**  (*Commercial Labor Category*)

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Responsible for ensuring day to day agile development practices are being followed. Responsible for facilitation of planning meetings, sprint/iteration reviews, and retrospectives -- the three essential Agile “ceremonies. Tracking of agile development team metrics including velocity and burn down.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.

**Systems Engineer - I**  (*Commercial Labor Category*)

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field.

**Systems Engineer - II**  (*Commercial Labor Category*)

**Minimum/General Experience**
6 Years

**Functional Responsibility**
Formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system’s technical software.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.

**Systems Engineer Senior - III**  (*Commercial Labor Category*)

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Leads, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for
the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system’s technical software.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional technical training preferred.

**Software Engineer - I (Commercial Labor Category)**

**Minimum/General Experience**
2 Years

**Functional Responsibility**
Under general supervision, develops code, tests, and debugs new software or enhancements to existing software. Has good understanding of business applications. Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals.

**Minimum Education**
Bachelor’s/Associates Degree in Computer Science/Information Systems or related field.

**Software Engineer - II (Commercial Labor Category)**

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field.

**Software Engineer - III (Commercial Labor Category)**

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Leads development teams and provides highly skilled expertise in designing, developing, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. Provides subject matter expertise and mentors less experienced software development staff.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional technical training preferred.

**Software Architect - I (Commercial Labor Category)**

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Architecting the overall system, by using prototyping and proof of concepts, which may include: modern programming languages (e.g., Ruby, Python, Node.js) and web frameworks (e.g., Django, Rails), modern front-end web programming techniques (e.g., HTML5, CSS3, RESTful) and frameworks (e.g., Twitter Bootstrap, jQuery), relational databases (e.g., PostgreSQL), and “NoSQL” databases (e.g., Cassandra, MongoDB), automated configuration management (e.g., Chef, Puppet, Ansible, Salt), continuous integration/deployment, and continuous monitoring solutions. Use of version control systems, specifically Git and GitHub. Ensuring strategic alignment of technical design and architecture to meet business growth and direction, and stay on top of emerging technologies. Decomposing business and system architecture to support clean-interface multi-team development. Developing product roadmaps, backlogs, and measurable success criteria, and writing user
stories (i.e., can establish a path to delivery for breaking down stories). Clearly communicates and works with stakeholders at every level.

**Minimum Education**
Bachelor’s Degree in Business/Management/IT or related field. Advanced degree/relevant professional certification preferred.

**Software Architect - II** *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Architecting the overall system, by using prototyping and proof of concepts, which may include: modern programming languages (e.g., Ruby, Python, Node.js) and web frameworks (e.g., Django, Rails), modern front-end web programming techniques (e.g., HTML5, CSS3, RESTful) and frameworks (e.g., Twitter Bootstrap, jQuery), relational databases (e.g., PostgreSQL), and “NoSQL” databases (e.g., Cassandra, MongoDB), automated configuration management (e.g., Chef, Puppet, Ansible, Salt), continuous integration/deployment, and continuous monitoring solutions. Use of version control systems, specifically Git and GitHub. Ensuring strategic alignment of technical design and architecture to meet business growth and direction, and stay on top of emerging technologies. Decomposing business and system architecture to support clean-interface multi-team development. Developing product roadmaps, backlogs, and measurable success criteria, and writing user stories (i.e., can establish a path to delivery for breaking down stories). Clearly communicates and works with stakeholders at every level.

**Minimum Education**
Bachelor’s Degree in Business/Management/IT or related field. Advanced degree/relevant professional certification preferred.

**Software Architect - III** *(Commercial Labor Category)*

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Architecting the overall system, by using prototyping and proof of concepts, which may include: modern programming languages (e.g., Ruby, Python, Node.js) and web frameworks (e.g., Django, Rails), modern front-end web programming techniques (e.g., HTML5, CSS3, RESTful) and frameworks (e.g., Twitter Bootstrap, jQuery), relational databases (e.g., PostgreSQL), and “NoSQL” databases (e.g., Cassandra, MongoDB), automated configuration management (e.g., Chef, Puppet, Ansible, Salt), continuous integration/deployment, and continuous monitoring solutions. Use of version control systems, specifically Git and GitHub. Ensuring strategic alignment of technical design and architecture to meet business growth and direction, and stay on top of emerging technologies. Decomposing business and system architecture to support clean-interface multi-team development. Developing product roadmaps, backlogs, and measurable success criteria, and writing user stories (i.e., can establish a path to delivery for breaking down stories). Clearly communicates and works with stakeholders at every level.

**Minimum Education**
Bachelor’s Degree in Business/Management/IT or related field. Advanced degree/relevant professional certification preferred.

**Business Analyst - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Support agencies by analyzing propositions and assessing decision-making factors such as strategic alignment, cost/benefit, and risk. Work closely with the Product Manager to define a product approach to meet the specified user need. Define skill requirements and map internal, agency, and external (partners/specialist contractors) resources. Work with the owning agency to ensure they have the budget to cover the proposed approach and resource requirements during delivery and analyze what provision they have for ongoing running costs. Analyze and map the risks of this product approach and propose mitigation solutions. Define how the predicted user and financial benefit can be realized, and how channel shift will be measured. Make a recommendation for action against the analysis done.
**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.

**Business Analyst - II** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Support agencies by analyzing propositions and assessing decision-making factors such as strategic alignment, cost/benefit, and risk. Work closely with the Product Manager to define a product approach to meet the specified user need. Define skill requirements and map internal, agency, and external (partners/specialist contractors) resources. Work with the owning agency to ensure they have the budget to cover the proposed approach and resource requirements during delivery and analyze what provision they have for ongoing running costs. Analyze and map the risks of this product approach and propose mitigation solutions. Define how the predicted user and financial benefit can be realized, and how channel shift will be measured. Make a recommendation for action against the analysis done.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.

**Business Analyst - III** *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Support agencies by analyzing propositions and assessing decision-making factors such as strategic alignment, cost/benefit, and risk. Work closely with the Product Manager to define a product approach to meet the specified user need. Define skill requirements and map internal, agency, and external (partners/specialist contractors) resources. Work with the owning agency to ensure they have the budget to cover the proposed approach and resource requirements during delivery and analyze what provision they have for ongoing running costs. Analyze and map the risks of this product approach and propose mitigation solutions. Define how the predicted user and financial benefit can be realized, and how channel shift will be measured. Make a recommendation for action against the analysis done.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.

**Functional Analyst - I** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Possesses functional and technical knowledge of highly specialized applications and operational environments. Possesses relevant experience in analyzing and solving moderately complex to complex systems. Identifies problems, analyzes and develops solution with the assistance of senior SME’s. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.

**Functional Analyst - II** *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Possesses extensive functional and technical knowledge of highly specialized applications and operational environments. Possesses experience in analyzing and solving complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and implementation phases.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.

**Functional Analyst - III** *(Commercial Labor Category)*

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Possesses extensive functional and technical knowledge of highly specialized applications and operational environments. Possesses extensive experience in analyzing and solving exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Capable of providing expert advice as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and implementation phases.

**Minimum Education**
Bachelor’s Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.

**ERP Functional Analyst - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Possesses extensive experience in specialized ERP products. Provides very skilled functional expertise required in configuring and integrating specialized ERP products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product- specific training.

**ERP Functional Analyst - II** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Possesses extensive experience in specialized ERP products. Provides very skilled functional expertise required in configuring and integrating specialized ERP products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product- specific training.
ERP Functional Analyst - III  
**Minimum/General Experience**
8 Years

**Functional Responsibility**
Possesses extensive experience in specialized ERP products. Provides very skilled functional expertise required in configuring and integrating specialized ERP products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product- specific training.

ERP Application Developer - I  
**Minimum/General Experience**
3 Years

**Functional Responsibility**
Possesses extensive experience in specialized ERP products. Provides very skilled technical expertise required in configuring and integrating specialized ERP products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product- specific training.

ERP Application Developer - II  
**Minimum/General Experience**
5 Years

**Functional Responsibility**
Possesses extensive experience in specialized ERP products. Provides very skilled technical expertise required in configuring and integrating specialized ERP products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product- specific training.

ERP Application Developer - III  
**Minimum/General Experience**
8 Years

**Functional Responsibility**
Possesses extensive experience in specialized ERP products. Provides very skilled technical expertise required in configuring and integrating specialized ERP products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product- specific training.

Database Developer - I  
**Minimum/General Experience**
3 Years

**Functional Responsibility**
Possesses extensive experience in database products. Provides very skilled technical expertise required in configuring, developing and integrating database products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product- specific training.

Database Developer - II  
**Minimum/General Experience**
5 Years

**Functional Responsibility**
Possesses extensive experience in database products. Provides very skilled technical expertise required in configuring, developing and integrating database products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field, with additional product-specific training.

**Database Developer - III** *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Possesses extensive experience in database products. Provides very skilled technical expertise required in configuring, developing and integrating database products in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field, with additional product-specific training.

**Database Architect - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Possesses experience in assessing various alternative database products, tools, and approaches for data management. Is able to clearly define risks and benefits of various approaches for a given need for databases. Expertise in sizing, scoping and defining small and large databases.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field, with additional product-specific training.

**Database Architect - II** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Possesses experience in assessing various alternative database products, tools, and approaches for data management. Is able to clearly define risks and benefits of various approaches for a given need for databases. Expertise in sizing, scoping and defining small and large databases.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field, with additional product-specific training.

**Database Architect - III** *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Possesses experience in assessing various alternative database products, tools, and approaches for data management. Is able to clearly define risks and benefits of various approaches for a given need for databases. Expertise in sizing, scoping and defining small and large databases.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field, with additional product-specific training.

**Database Administrator - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years
Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Typically requires two to four years of experience.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

**Database Administrator - II** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Typically requires two to four years of experience.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

**Database Administrator - III** *(Commercial Labor Category)*

**Minimum/General Experience**
9 Years

**Functional Responsibility**
Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Typically requires two to four years of experience.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

**Data Architect - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Serves as the lead technical resource in the strategic oversight and planning of data models and database structural design and development. Oversees the strategic structural design and development of databases and metadata. Monitors industry trends and directions in database technology and tools; develops and presents substantive technical recommendations to senior management. Develops data and metadata policies and procedures for structural design and development to build, maintain and leverage the data model, ensuring integration with corporate data standards. Strategically plans new designs for integration into the database structure, using knowledge of the characteristics of the systems being added to the structure and the specifications for database interfaces to ensure effective integration and optimal database performance.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

**Data Architect - II** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Serves as the lead technical resource in the strategic oversight and planning of data models and database structural design and development. Oversees the strategic structural design and development of databases and metadata. Monitors industry trends and directions in database technology and tools; develops and presents substantive technical recommendations to senior management. Develops data and metadata policies and procedures for structural design and development to build, maintain and leverage the data model, ensuring integration with corporate data standards. Strategically plans new designs for integration into the database structure, using knowledge of the characteristics of the systems being added to the structure and the specifications for database interfaces to ensure effective integration and optimal database performance.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

---

**Data Architect - III** *(Commercial Labor Category)*

**Minimum/General Experience**
9 Years

**Functional Responsibility**
Serves as the lead technical resource in the strategic oversight and planning of data models and database structural design and development. Oversees the strategic structural design and development of databases and metadata. Monitors industry trends and directions in database technology and tools; develops and presents substantive technical recommendations to senior management. Develops data and metadata policies and procedures for structural design and development to build, maintain and leverage the data model, ensuring integration with corporate data standards. Strategically plans new designs for integration into the database structure, using knowledge of the characteristics of the systems being added to the structure and the specifications for database interfaces to ensure effective integration and optimal database performance.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

---

**Big Data Developer - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Possesses extensive experience in specialized Big Data development. Provides very skilled technical expertise required in configuring and integrating specialized big data solutions in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product-specific training.

---

**Big Data Developer - III** *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Possesses extensive experience in specialized Big Data development. Provides very skilled technical expertise required in configuring and integrating specialized big data solutions in complex large-scale distributed systems environment.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field, with additional product-specific training.

---

**Big Data Architect - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Serves as the lead technical resource in the strategic oversight and planning of big data models and database structural design and development. Oversees the strategic structural design and development of Big Data databases and metadata. Monitors industry trends and directions in database technology and tools; develops and presents substantive technical recommendations to senior management. Develops data and metadata policies and procedures for structural design and development to build, maintain and leverage the data model, ensuring integration with corporate data standards. Strategically plans new designs for integration into the database structure, using knowledge of the characteristics of the systems being added to the structure and the specifications for database interfaces to ensure effective integration and optimal Big Data database performance.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

### Big Data Architect - III (Commercial Labor Category)

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Serves as the lead technical resource in the strategic oversight and planning of big data models and database structural design and development. Oversees the strategic structural design and development of Big Data databases and metadata. Monitors industry trends and directions in database technology and tools; develops and presents substantive technical recommendations to senior management. Develops data and metadata policies and procedures for structural design and development to build, maintain and leverage the data model, ensuring integration with corporate data standards. Strategically plans new designs for integration into the database structure, using knowledge of the characteristics of the systems being added to the structure and the specifications for database interfaces to ensure effective integration and optimal Big Data database performance.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

### Big Data Administrator - I (Commercial Labor Category)

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Participates in the design, creation, and maintenance of Big Data applications and databases. Responsible for quality control and auditing of Big Data systems to ensure accurate and appropriate use of data. Works with management to develop strategies to support company needs.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

### Big Data Administrator - III (Commercial Labor Category)

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Participates in the design, creation, and maintenance of Big Data applications and databases. Responsible for quality control and auditing of Big Data systems to ensure accurate and appropriate use of data. Works with management to develop strategies to support company needs.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

### Cloud Architect - I (Commercial Labor Category)

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Assists with cloud requirements analysis, conceptual design, detailed design, and implementation of a cloud project. Assist in the migration of a cloud effort. Generate requisite cloud documentation. Generate customer design review materials and present at customer design reviews.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

---

**Cloud Architect - III** *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Assists with cloud requirements analysis, conceptual design, detailed design, and implementation of a cloud project. Assist in the migration of a cloud effort. Generate requisite cloud documentation. Generate customer design review materials and present at customer design reviews.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

---

**Cloud Engineer - I** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Assists with cloud requirements analysis, conceptual design, detailed design, and implementation of a cloud project. Assist in the migration of a cloud effort. Generate requisite cloud documentation. Generate customer design review materials and present at customer design reviews.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

---

**Cloud Engineer - III** *(Commercial Labor Category)*

**Minimum/General Experience**
7 Years

**Functional Responsibility**
Assists with cloud requirements analysis, conceptual design, detailed design, and implementation of a cloud project. Assist in the migration of a cloud effort. Generate requisite cloud documentation. Generate customer design review materials and present at customer design reviews.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

---

**Subject Matter Expert - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Assists in planning and organizing approaches to problems. Works in conjunction with supervisory personnel to interpret, organize, and execute, assignments. Keeps abreast of new methodologies, databases, and tools.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

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**Subject Matter Expert - II** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years
**Functional Responsibility**
Plans, organizes, directs, and conducts consulting, survey, or training tasks in problem areas of moderate scope and complexity. May require facilitation support between working groups based on findings in order to enable focused decision making. Works in conjunction with supervisory personnel to interpret, organize, execute, and coordinate assignments. Keeps abreast of new methodologies, databases, and tools.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

---

**Subject Matter Expert - III (Commercial Labor Category)**

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Plans, organizes, directs, and conducts consulting, survey, or training tasks in problem areas of extensive scope and complexity. The problems are difficult to define and may require novel approaches and the use of sophisticated techniques. May require facilitation support between working groups based on findings in order to enable focused decision making. Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other staff. Keeps abreast of new methodologies, databases, and tools. Makes decisions, which are considered authoritative and which demonstrate mature judgment in anticipating and solving complex problems. Work is reviewed by the Program Manager to ensure it satisfies customer needs and complies with the contractor's overall consulting standards.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

---

**Security Architect - I (Commercial Labor Category)**

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Assist in implementing information security procedures. Performs a variety of tasks under direct supervision.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

---

**Security Architect - II (Commercial Labor Category)**

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Assist in implementing information security standards and procedures. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks with minimal supervision.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.

---

**Security Architect - III (Commercial Labor Category)**

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/Engineering or related field. Additional product-specific training preferred.
Security Engineer - I  (Commercial Labor Category)

Minimum/General Experience
3 Years

Functional Responsibility
Experience in auditing, audit practices and compliance, technical competence in security controls, especially systems, networking and architecture. Additionally, should be familiar with security regulations and standards such as the Federal Information Security Management Act (FISMA), the National Institute of Standards and Technology (NIST), and DoD Information Technology Security Certification and Accreditation Process (DITSCAP).

Minimum Education
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

Security Engineer - II  (Commercial Labor Category)

Minimum/General Experience
5 Years

Functional Responsibility
Experience in auditing, audit practices and compliance, technical competence in security controls, especially systems, networking and architecture. Additionally, should be familiar with security regulations and standards such as the Federal Information Security Management Act (FISMA), the National Institute of Standards and Technology (NIST), and DoD Information Technology Security Certification and Accreditation Process (DITSCAP).

Minimum Education
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

Security Engineer - III  (Commercial Labor Category)

Minimum/General Experience
10 Years

Functional Responsibility
Experience in auditing, audit practices and compliance, technical competence in security controls, especially systems, networking and architecture. Additionally, should be familiar with security regulations and standards such as the Federal Information Security Management Act (FISMA), the National Institute of Standards and Technology (NIST), and DoD Information Technology Security Certification and Accreditation Process (DITSCAP).

Minimum Education
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

Security Analyst - I  (Commercial Labor Category)

Minimum/General Experience
3 Years

Functional Responsibility
Assists in developing technical solutions including information operations and analysis related to security intrusion analysis, systems & vulnerabilities, network security, advanced analytic tools, data visualization techniques. Competence in computer security, computer networking with TCP/IP, and network operating systems. Experience in computer network defense and in-depth technical knowledge with intrusion detection systems.

Minimum Education
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

Security Analyst - II  (Commercial Labor Category)

Minimum/General Experience
5 Years
**Security Analyst - III** *(Commercial Labor Category)*

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Assists in developing technical solutions including: information operations and analysis related to security intrusion analysis, systems & vulnerabilities, network security, advanced analytic tools, data visualization techniques. Competence in computer security, computer networking with TCP/IP, and network operating systems. Experience in computer network defense and in-depth technical knowledge with intrusion detection systems.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

**Data Analyst - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Document an organization’s current business process flows. Design, code and test functional components of information systems according to project specifications. Identify and document functional requirements for information systems. Develop project documentation and user training materials according to program specifications. Produce database extracts.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

**Data Analyst - II** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Document an organization’s current business process flows. Design, code and test functional components of information systems according to project specifications. Identify and document functional requirements for information systems. Develop project documentation and user training materials according to program specifications. Produce database extracts.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

**Data Analyst - III** *(Commercial Labor Category)*

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Document an organization’s current business process flows. Design, code and test functional components of information systems according to project specifications. Identify and document functional requirements for
information systems. Develop project documentation and user training materials according to program specifications. Produce database extracts.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional product-specific training preferred.

**Data Scientist - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Apply data mining techniques. Do statistical analysis and build high quality prediction systems integrated with products. Automate scoring using machine learning techniques. Build recommendation systems. Improve and extend the features used by our existing classifiers.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Preferred Masters and PhD.

**Data Scientist - III** *(Commercial Labor Category)*

**Minimum/General Experience**
10 Years

**Functional Responsibility**
Apply data mining techniques. Do statistical analysis, and build high quality prediction systems integrated with products. Automate scoring using machine learning techniques. Build recommendation systems. Improve and extend the features used by our existing classifiers.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Preferred Masters and PhD.

**Network Engineer - I** *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Provides administration/support of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.

**Network Engineer - II** *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Provides administration/support of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.
Network Engineer - III  *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Provides administration/support of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.

Quality Analyst - I  *(Commercial Labor Category)*

**Minimum/General Experience**
3 Years

**Functional Responsibility**
Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares status reports and deliveries on the system concept to colleagues, subordinates, and end-users. May provide daily supervision and direction to support staff.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.

Quality Analyst - II  *(Commercial Labor Category)*

**Minimum/General Experience**
5 Years

**Functional Responsibility**
Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares status reports and deliveries on the system concept to colleagues, subordinates, and end-users. May provide daily supervision and direction to support staff.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.

Quality Analyst - III  *(Commercial Labor Category)*

**Minimum/General Experience**
8 Years

**Functional Responsibility**
Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares status reports and deliveries on the system concept to colleagues, subordinates, and end-users. May provide daily supervision and direction to support staff.

**Minimum Education**
Bachelor’s Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.
(b) PROFESSIONAL LABOR CATEGORIES PRICING

(Note: Pricing current thru Modification PS A812 04/2020; NAICS:541511)

Hourly Rates
The hourly rates specified below shall apply regardless of whether the services are performed by EPIC SYSTEMS, INC. or its subcontractors, providing the individuals performing the services meet the education, experience and expertise requirements for the applicable category.

<table>
<thead>
<tr>
<th>PROFESSIONAL LABOR CATEGORY</th>
<th>GSA HOURLY RATE</th>
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<tbody>
<tr>
<td>Program Manager I</td>
<td>$122.65</td>
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<tr>
<td>Program Manager II</td>
<td>$160.53</td>
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<td>Program Manager III</td>
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<td>Agile Certified Scrum Master</td>
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<td>ERP Application Developer I</td>
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</table>

Technical Point of Contact – Mouli Nallamala (918) 408-8431 mouli@epicinfotech.com
Contracts Point of Contact – Mouli Nallamala (918) 408-8431 mouli@epicinfotech.com
Minimum Order - $100
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

EPIC SYSTEMS, INC. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

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

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

To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Mouli Nallamala at his email address: mouli@epicinfotech.com (FAX) 800-737-0849
BEST VALUE BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and (EPIC SYSTEMS, INC.) 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) ___________________.

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.

Signatures

Ordering Activity ___________________ Date __________ EPIC SYSTEMS, INC. ___________________ Date __________
(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) ______________, Blanket Purchase Agreements, EPIC SYSTEMS, INC. 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:

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

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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 EPIC SYSTEMS, INC.’s invoice, the provisions of this BPA will take precedence.
BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

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

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 or the Federal Supply Schedule Contract.

Participation in a Team Arrangement 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:

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