On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: http://www.gsaadvantage.gov

WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT

MAS (Multiple Award Schedule) Categories:

54151HEAL: Health Information Technology Services, includes a wide range of health IT services, to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative health IT solutions, health informatics, emerging Health IT research, and other Health IT services

54151S: Information Technology Professional Services, IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion, and implementation support; network services, data/records management, and testing

OLM: Order-Level Material (OLM), supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA

CONTRACT NUMBER: 47QTCA18D008Q
PERIOD COVERED BY CONTRACT:
March 16, 2018 through March 15, 2023

Minuteman Technology Services, LLC
35 Manataug Trail
Marblehead MA 01945
(P) (757) 450 1870
www.minuteman-llc.com

CONTRACTOR’S ADMINISTRATION SOURCE:
Tim Keeney, President
tim.keeney@minuteman-llc.com

General Services Administration Management Services Center Acquisition Division
Modification #1, August 24, 2020

Business Size: Small Business
Business Type: Service Disabled Veteran Owned Small Business
DUNS: 080185777

For more information on ordering from Federal Supply Schedules click on the FSS button at http://www.fss.gsa.gov.
GSA AWARDED TERMS AND CONDITIONS
MINUTEMAN TECHNOLOGY SERVICES, LLC

1a. TABLE OF AWARDED MAS CATEGORIES
   54151S – Information Technology (IT) Professional Services
   54151HEAL – Health Information Technology (IT) Services
   OLM – Order-Level Materials

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: See attached GSA awarded Pricelist

1c. HOURLY RATES (Services Only): See attached GSA Awarded Pricelist

2. MAXIMUM ORDER*:
   $500,000

*If the “best value” selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: Domestic, 50 States including Washington, D.C. and Puerto Rico

5. POINT(S) OF PRODUCTION: US

   Minuteman Technology Services, LLC
   35 Manataug Trail
   Marblehead, MA 01945

   Minuteman Technology Services, LLC
   212 Elm Street, 4th
   Somerville, MA 02144

6. DISCOUNT FROM LIST PRICES: Refer to attached Awarded Pricelist

7. QUANTITY DISCOUNT(S): 2%, any multi-year contracts, contracts over 2 years or greater period. Discount also applied (to years 2, 3, 4, etc.) on option years of single year contracts if option years are exercised

8. PROMPT PAYMENT TERMS: 0%, Net 30 Days

9a. Government purchase cards are accepted at or below the micro-purchase threshold

9b. Government purchase cards are not accepted above the micro-purchase threshold

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: To be negotiated at the task order level

11b. EXPEDITED DELIVERY: To be negotiated at the task order level
11c. **OVERNIGHT AND 2-DAY DELIVERY**: To be negotiated at the task order level

11d. **URGENT REQUIREMENTS**: To be negotiated at the task order level

12. **FOB POINT**: Destination

13a. **ORDERING ADDRESS**: 
Minuteman Technology Services, LLC  
35 Manataug Trail  
Marblehead, MA 01945  
(P) (571) 356 9627

13b. **ORDERING PROCEDURES**: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

14. **PAYMENT ADDRESS**: 
Minuteman Technology Services, LLC  
35 Manataug Trail  
Marblehead, MA 01945

15. **WARRANTY PROVISION**: N/A

16. **EXPORT PACKING CHARGES**: N/A

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE**: Accepted at or below the micro-purchase threshold

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable)**: N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE)**: N/A

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE)**: N/A

20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE)**: N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE)**: N/A

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE)**: N/A

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE)**: N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants)**: N/A

24b. **Section 508 Compliance for EIT**: as applicable

24. **DUNS NUMBER**: 080185777

25. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE**: Active
54151S:

Consultant

Functional Responsibility –
Consultant works under supervision to support the activities of a Senior Consultant. Assists in planning and coordinating tasks for one or more projects. Performs as a member of a project team. Provides expert consulting to the project staff and the customer. Interacts with the customer. Assists in the support of the maintenance and operating efficiency of a major subsystem. Supports the continual assessment of the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Analyzes performance indicators to ensure operational efficiency. Codes, in accordance with specific design parameters, system software modules. Ensures the maintenance of adequate software systems documentation. Trains users in applications programming and other user personnel in the use of systems software and related hardware.

Minimum Education and Experience –
4 years of experience for Bachelor's degree, 2 years for Masters degree and 1 years for PhD, or 9 years of relevant experience

Senior Consultant

Functional Responsibility –
Senior Consultant may work independently with management review of end results, or under the direction of a Principal Consultant. Accountable for the maintenance and operating efficiency of a major subsystem. Plans and directs all business and technical functions within a particular area. Provides strategic business policy and technical direction for large-scale projects. Manages project staff and resource allocation within the Senior Consultant’s jurisdiction. Delivers expert consulting to project staff and customer on one or more projects. Interacts with customer. Continually assesses the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Analyzes performance indicators to ensure operational efficiency. Assists in code design, installation, and maintenance of appropriate systems software programs and modules. Ensures the maintenance of adequate software systems documentation. Provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware.

Minimum Education and Experience –
7 years of experience for Bachelor’s degree, 4 years for Masters degree and 2 years for PhD
**Principal Consultant**

**Functional Responsibility** –
Principal Consultant works independently, with management review of end results. Has prime accountability for the maintenance and operating efficiency of a major subsystem. Plans and directs all business and technical functions within a particular area. Provides strategic business policy and technical direction for large-scale projects. Manages all project staff and resource allocation within the Principal Consultant’s jurisdiction. Delivers expert consulting to project staff and customer on one or more projects. Interacts with customer. Continually assesses the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Maintains active contact with user personnel to ensure continuing responsiveness to user requirements. Designs code, installs, and maintains appropriate systems software program. Ensures the maintenance of adequate software systems documentation. Provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware.

**Minimum Education and Experience** –
9 years of experience for Bachelor’s degree, 7 years for Masters degree, and 5 years for PhD

**Software Engineer**

**Functional Responsibility** –
Software Engineer works under supervision to support the activities of a more senior-level engineer. Assists in planning and directing task efforts for one or more projects. Provides expert technical consulting to the project staff and the customer. Assists in the analysis of performance indicators to ensure operational efficiency. Codes, in accordance with specific design parameters, system software modules. Ensures the maintenance of adequate software systems documentation. Trains users in applications programming and other user personnel in the use of systems software and related hardware.

**Minimum Education and Experience** –
3 years of experience for relevant Bachelor’s degree; 1 year for relevant Masters degree; and 0 years for relevant PhD

**Senior Software Engineer**

**Functional Responsibility** –
Senior Software Engineer may work independently with management review of end results, or under the direction of a Principal Consultant. Accountable for the maintenance and operating efficiency of a major software system or subsystem. Plans and directs all technical functions within a particular area. Provides strategic technical direction for large-scale projects. Manages project staff and allocates resources. Delivers expert technical and engineering consulting to project staff and customer on one or more projects. Interacts with customer. Continually assesses the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Analyzes performance indicators to ensure
operational efficiency. Assists in code design, installation, and maintenance of appropriate systems software programs and modules. Ensures the maintenance of adequate software systems documentation. Provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware.

**Minimum Education and Experience –**

6 years of experience for relevant Bachelor's degree, 4 years for relevant Masters degree, and 2 years for relevant PhD

**Senior Systems Administrator**

**Functional Responsibility –**

Senior Systems Administrator performs a variety of system administration and engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks and operating systems, including hardware, software and support facilities and/or equipment. Plans and performs system administration and engineering research, design development, and other assignments in conformance with network and operating system design, engineering and customer specifications. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level system administrators.

**Minimum Education and Experience –**

7 years for relevant Bachelor's Degree; 3 years for relevant Masters degree; and 1 year for relevant PhD

**Systems Architect**

**Functional Responsibility –**

Systems Architect is a senior engineer who performs many system design and engineering tasks which are broad in nature and are focused on overall design, architecture, and implementation. May work independently with management review of end results, or under the direction of a Senior Systems Architect. Assists in directing all major enterprise systems development and integration. Supervises a team of technical consultants from project conception through project completion. Considered expert in systems design and functional requirements construction, and is directly responsible for highly complex technical/engineering projects.

**Minimum Education and Experience –**

12 years for relevant Bachelor's degree; 8 years for relevant Masters degree; and 6 years for relevant PhD
Consultant

Consultant works under supervision to support the activities of a Senior Consultant. Assists in planning and coordinating task efforts for one or more projects. Performs as a member of a project team. Provides expert consulting to the project staff and the customer. Interacts with the customer. Assists in the support of the maintenance and operating efficiency of a major subsystem. Supports the continual assessment of the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Analyzes performance indicators to ensure operational efficiency. Codes, in accordance with specific design parameters, system software modules. Ensures the maintenance of adequate software systems documentation. Trains users in applications programming and other user personnel in the use of systems software and related hardware. Has a significant percentage of past experience in healthcare technology or in healthcare environments.

Minimum Education and Experience –
4 years of experience in healthcare or related field for Bachelor's degree, 2 years for Masters degree and 1 years for PhD, or 9 years of relevant experience

Senior Consultant

Senior Consultant may work independently with management review of end results, or under the direction of a Principal Consultant. Accountable for the maintenance and operating efficiency of a major subsystem. Plans and directs all business and technical functions within a particular area. Provides strategic business policy and technical direction for large-scale projects. Manages project staff and resource allocation within the Senior Consultant’s jurisdiction. Delivers expert consulting to project staff and customer on one or more projects. Interacts with customer. Continually assesses the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Analyzes performance indicators to ensure operational efficiency. Assists in code design, installation, and maintenance of appropriate systems software programs and modules. Ensures the maintenance of adequate software systems documentation. Provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware. Has a significant percentage of past experience in healthcare technology or in healthcare environments.

Minimum Education and Experience –
7 years of experience in healthcare or related field for Bachelors degree, 4 years for Masters degree and 2 years for PhD

Principal Consultant

Functional Responsibility –
Principal Consultant works independently, with management review of end results. Has prime accountability for the maintenance and operating efficiency of a major subsystem. Plans and directs all business and technical functions within a particular area. Provides strategic business policy and technical direction for large-scale projects. Manages all project staff and resource allocation within the Principal Consultant’s jurisdiction. Delivers expert consulting to project staff and customer on one or more projects. Interacts with customer. Continually assesses the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Maintains active contact with user personnel to ensure continuing responsiveness to user requirements. Designs code, installs, and maintains appropriate systems software program. Ensures the maintenance of adequate software systems documentation. Provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware. Has the majority of their past experience in healthcare technology or in healthcare environments.

Minimum Education and Experience –
9 years of experience in healthcare or related field for Bachelor's degree, 7 years for Masters degree, and 5 years for PhD

Software Engineer

Functional Responsibility –
Software Engineer works under supervision to support the activities of a more senior-level engineer. Assists in planning and directing task efforts for one or more projects. Provides expert technical consulting to the project staff and the customer. Assists in the analysis of performance indicators to ensure operational efficiency. Codes, in accordance with specific design parameters, system software modules. Ensures the maintenance of adequate software systems documentation. Trains users in applications programming and other user personnel in the use of systems software and related hardware. Has a significant percentage of past experience in healthcare technology or in healthcare environments.

Minimum Education and Experience –
3 years of experience for relevant Bachelor's degree; 1 year for relevant Masters degree; and 0 years for relevant PhD

Senior Software Engineer

Functional Responsibility –
Senior Software Engineer may work independently with management review of end results, or under the direction of a Principal Consultant. Accountable for the maintenance and operating efficiency of a major software system or subsystem. Plans and directs all technical functions within a particular area. Provides strategic technical direction for large-scale projects. Manages project staff and allocates resources. Delivers expert technical and engineering consulting to project staff and customer on one or more projects. Interacts with customer. Continually assesses the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Analyzes performance indicators to ensure operational efficiency. Assists in code design, installation, and maintenance of appropriate systems software programs and modules. Ensures the maintenance of adequate software systems documentation. Provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware. Has
a significant percentage of past experience in healthcare software technology or in healthcare systems configuration.

Minimum Education and Experience –
6 years of experience for relevant Bachelor's degree, 4 years for relevant Masters degree, and 2 years for relevant PhD

**Senior Systems Administrator**

**Functional Responsibility** –

Senior Systems Administrator performs a variety of system administration and engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks and operating systems, including hardware, software and support facilities and/or equipment. Plans and performs system administration and engineering research, design development, and other assignments in conformance with network and operating system design, engineering and customer specifications. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level system administrators. Has a significant percentage of past experience in healthcare systems management or in healthcare software systems configuration.

Minimum Education and Experience –
7 years for relevant Bachelor's Degree; 3 years for relevant Masters degree; and 1 year for relevant PhD

**Systems Architect**

**Functional Responsibility** –

Systems Architect is a senior engineer who performs many system design and engineering tasks which are broad in nature and are focused on overall design, architecture, and implementation. May work independently with management review of end results, or under the direction of a Senior Systems Architect. Assists in directing all major enterprise systems development and integration. Supervises a team of technical consultants from project conception through project completion. Considered expert in systems design and functional requirements construction, and is directly responsible for highly complex technical/engineering projects. Has a majority of their past experience in healthcare software technology or in healthcare systems configuration.

Minimum Education and Experience –
12 years for relevant Bachelor's degree; 8 years for relevant Masters degree; and 6 years for relevant PhD
### GSA AWARDED PRICELIST – 54151S
#### MINUTEMAN TECHNOLOGY SERVICES, LLC

<table>
<thead>
<tr>
<th>Cat.</th>
<th>Professional Service</th>
<th>GSA Awarded Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Consultant</td>
<td>$144.28</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Consultant</td>
<td>$156.95</td>
</tr>
<tr>
<td>54151S</td>
<td>Principal Consultant</td>
<td>$167.68</td>
</tr>
<tr>
<td>54151S</td>
<td>Software Engineer</td>
<td>$130.07</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Software Engineer</td>
<td>$135.84</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Systems Administrator</td>
<td>$131.61</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Architect</td>
<td>$177.31</td>
</tr>
</tbody>
</table>

### GSA AWARDED PRICELIST – 54151HEAL
#### MINUTEMAN TECHNOLOGY SERVICES, LLC

<table>
<thead>
<tr>
<th>Cat.</th>
<th>Professional Service</th>
<th>GSA Awarded Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151HEAL</td>
<td>Consultant</td>
<td>$144.28</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Senior Consultant</td>
<td>$156.95</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Principal Consultant</td>
<td>$167.68</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Software Engineer</td>
<td>$130.07</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Senior Software Engineer</td>
<td>$135.84</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Senior Systems Administrator</td>
<td>$131.61</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Systems Architect</td>
<td>$177.31</td>
</tr>
</tbody>
</table>