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

Multiple Award Schedule – MAS

Contract Number: 47QTCA18D00AS
PSC 399 – Information Technology – IT Services and Solutions
Contract Period: April 18, 2018 to April 17, 2023
Modification A812 signed 4/11/2020

Contractor: Pro-West & Associates, Inc.
8329 STATE 371, NW
Walker, MN 56484-2045
Phone: 320-207-6868
Fax number: 320-207-6869
E-Mail: kscharen@prowestgis.com

Business Size: Small Business: Woman Owned (EDWOSB), HubZone

Web Site: https://www.prowestgis.com/

Contract Administration: Kendis Scharenbrioch
8329 STATE 371, NW
Walker, MN 56484-2045
Phone: 320-207-6868
Fax number: 320-207-6869
E-Mail: kscharen@prowestgis.com
CUSTOMER INFORMATION

1a. AWARDED SPECIAL ITEM NUMBERS (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GEO</td>
<td>Earth Observation Solutions</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. LOWEST-PRICED MODEL NUMBER & PRICE FOR EACH SIN:

- 541370GEO - CAD/GIS Technician $53.47 Hourly Rate
- 54151S – CAD/GIS Technician $53.47 Hourly Rate

1c. SERVICES OFFERED: See Price List

2. MAXIMUM ORDER *: 541370GEO $1,000,000; 54151S $500,000; OLM $250,000

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. 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 or BPA.

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SCOPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GEO</td>
<td>50 States and DC</td>
</tr>
<tr>
<td>54151S</td>
<td>50 States and DC</td>
</tr>
</tbody>
</table>

5. POINT OF PRODUCTION: United States

6. BASIC DISCOUNT: Prices listed are net, discounts have been deducted, and the Industrial Funding Fee has been added

7. QUANTITY DISCOUNT: None

8. PROMPT PAYMENT TERMS: Net 30

9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.

9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

10. FOREIGN ITEMS: None
11a. TIME OF DELIVERY:
    SIN SCOPE
    541370GEO As Negotiated
    54151S As Negotiated

11b. EXPEDITED DELIVERY: 7 Days ARO

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact Pro-West & Associates, Inc.

11d. URGENT REQUIREMENTS: Contact Pro-West & Associates, Inc.

12. F.O.B. POINT: Destination

13a. ORDERING ADDRESS:
    Pro-West & Associates, Inc.
    8239 STATE 371 NW
    WALKER, MN, 56484-2045

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS:
    Pro-West & Associates, Inc.
    8239 STATE 371 NW
    WALKER, MN, 56484-2045

15. WARRANTY PROVISION: Not Applicable

16. EXPORT PACKING CHARGES: Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Will be accepted above the micro-purchase threshold

18. TERMS AND CONDITIONS OF RENTAL: Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION: Not Applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS: Not Applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: Not Applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS: Not Applicable

22. LIST OF PARTICIPATING DEALERS: Not Applicable
23. **PREVENTIVE MAINTENANCE**: Not Applicable

24. **SPECIAL ATTRIBUTES**: Not Applicable

24a. **SECTION 508 COMPLIANCE INFORMATION**: Not Applicable

25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER**: 625064910

26. **CONTRACTOR HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE. CAGE Code**: 1ZAV4
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<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Hourly GSA Price</th>
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<tbody>
<tr>
<td>541370GEO and 54151S</td>
<td>Principal (On-site)</td>
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<td>541370GEO and 54151S</td>
<td>Principal (Off-site)</td>
<td>$141.83</td>
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<tr>
<td>541370GEO and 54151S</td>
<td>Applications Developer 4 (On-site)</td>
<td>$131.38</td>
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<tr>
<td>541370GEO and 54151S</td>
<td>Applications Developer 4 (Off-site)</td>
<td>$135.53</td>
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<tr>
<td>541370GEO and 54151S</td>
<td>Applications Developer 3 (On-site)</td>
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<tr>
<td>541370GEO and 54151S</td>
<td>Applications Developer 3 (Off-site)</td>
<td>$119.77</td>
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<tr>
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<td>Applications Developer 2 (On-site)</td>
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<tr>
<td>541370GEO and 54151S</td>
<td>CAD/GIS Technician 3 (On-site)</td>
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<tr>
<td>541370GEO and 54151S</td>
<td>Project Manager 3 (Off-site)</td>
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<td>Year 2</td>
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<tr>
<td>Principal (On-site)</td>
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<td>Specialist 2 (On-site)</td>
<td>$97.77</td>
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<td>$100.50</td>
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<tr>
<td>Solutions Engineer (Off-site)</td>
<td>$100.85</td>
<td>$103.68</td>
</tr>
</tbody>
</table>
Labor Category Descriptions

**Principal**

*Functional Responsibility:*
- Assists with changing management procedures related to program and project management. Produces monthly metric reports for clients.
- Manages and acts as primary contact for vendor contracts, agreements, and warranties.
- Ensures service level agreements align with business expectations.
- Leads projects in terms of requirements gathering, scope determination, budget, and schedule management.
- Establishes, documents, and maintains technical requirements processes reporting/resolution, as well as plans for disaster recovery and business continuity.

*Minimum Education: Bachelor’s*
*Minimum years of Experience: 10*

**Applications Developer 4**

*Functional Responsibility:*
- Expertise developing software applications.
- Knowledge of geospatial concepts.
- Formulates/defines system scope and objectives.
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results.
- Prepares detailed specifications for programs. Designs, develops, tests, implements, and documents new software and enhancements of existing applications.
- Leads developers, and end users to ensure application designs meet business requirements.
- Formulates/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.
- Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages.
- Leads all phases of software systems programming applications.
- Evaluates new and existing software products.
- Organizational capabilities for efficiently preparing software specifications, software evaluation, and documentation.
- Knowledge of GIS development processes for applications.
- Excellent communication skills, written and oral, to PWA staff and project stakeholders.
- Ability to work in a multi-disciplined work environment.
- Ability to assess client systems, data utilization, database integration, and application interoperability.
- Ability to migrate and maintain software in an enterprise GIS environment.

*Minimum Education: Bachelor’s*
*Minimum years of Experience: 8 years*
Applications Developer 3

Functional Responsibility:

- Expertise developing software applications
- Knowledge of geospatial concepts
- Formulates/defines system scope and objectives
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results
- Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications
- Works with project managers, developers, and end users to ensure application designs meet business requirements
- Formulates/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
- Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages
- Assists all phases of software systems programming applications
- Evaluates new and existing software products
- Organizational capabilities for efficiently preparing software specifications, software evaluation, and documentation
- Knowledge of GIS development processes for applications
- Excellent communication skills, written and oral, to PWA staff and project stakeholders
- Ability to work in a multi-disciplined work environment
- Ability to assess client systems, data utilization, database integration, and application interoperability
- Ability to migrate and maintain software in an enterprise GIS environment

Minimum Education: Associate’s
Minimum years of Experience: 8 years

Applications Developer 2

Functional Responsibility:

- Experience with multiple MVC web frameworks
- Experience with client-side and server-side languages
- Expertise in design and implementation of RESTful Web APIs
- Expertise with enterprise RDBMS
- Able to assist in UI design
- Expertise with .NET Development
- Demonstrated experience with software architecture and design, testing, and deployment
- Ability to develop using various software development methodologies (Agile, Iterative, Waterfall)
- Strong work ethic, a drive for success and proactive attitude
- Experience working in small teams
- Strong communication skills
• Demonstrated problem solving and analytical skills
• Willingness to learn new skills

**Minimum Education: Associate’s**

**Minimum years of Experience: 8 years**

**CAD/GIS Technician 3**

**Functional Responsibility:**
• Technical expertise with ArcGIS Desktop Advanced
• Expertise creating and editing geodatabase features and attributes
• Expertise with data development technologies and processes, and quality control
• Experience with transportation, natural resource, land records, or hydrography data
• Serve as lead data technician for developing and attributing geospatial data and databases

• Assist in developing project standards to accurately create and attribute geospatial data
• Train GIS Technicians on project specific standards
• Administer quality control processes to assure data quality and integrity
• Document project and data discrepancies
• Attend in house project meetings, specific to assigned development project
• Maintain and develop ArcGIS desktop skills through relevant and approved trainings
• Expertise in GIS data development processes and quality control for geospatial data and databases

• Ability to document technical processes and discrepancies to correct errors
• Detail oriented, self-motivated and ability to work in a team environment
• Expertise with Bentley MicroStation and AutoDesk AutoCAD
• Cartography for report figures, map services, and presentations

**Minimum Education: Associate’s**

**Minimum years of Experience: 5 years**

**CAD/GIS Technician 2**

**Functional Responsibility:**
• Experience editing geodatabase features and attributes
• Experience with data development technologies and processes
• Follow project standards to accurately develop and attribute geospatial data
• Communicate possible project efficiency improvements to senior technician/manager
• Assist in quality control processes to assure data quality and integrity
• Clearly document project discrepancies to communicate possible errors in data developed
• Attend in house project meetings, specific to assigned development project
• Maintain and develop ArcGIS desktop skills through relevant and approved trainings
• Experience with Bentley MicroStation and AutoDesk AutoCAD
• Cartography for report figures, map services, and presentations

**Minimum Education: Associate’s**

**Minimum years of Experience: 3 years**

**CAD/GIS Technician 1**

**Functional Responsibility:**
• Follow project standards to accurately develop and attribute geospatial data
• Communicate possible project efficiency improvements to senior technician/manager
• Assist in quality control processes to assure data quality and integrity
• Clearly document project discrepancies to communicate possible errors in data developed
• Attend in house project meetings, specific to assigned development project
• Maintain and develop ArcGIS desktop skills through relevant and approved trainings
• Familiarity with aerial imagery, such as NAIP photography
• Detail oriented person, able to develop data based on paper maps, location descriptions, customer descriptions, and Pro-West & Associates standards
• Excellent team and communication skills

**Minimum Education:** Associate’s
**Minimum years of Experience:** 3 years

**Project Manager 3**

**Functional Responsibility:**
• Train staff to design, model and edit geodatabases and author metadata
• Manage a team in data collection technologies and processes
• Project planning and management, including scope/time/cost management
• Assess and create implementation documentation for client systems, geospatial data, databases, applications and processes, make recommendations for system requirements, migration plans and enterprise implementation
• Provide department responsibility for project resource planning and scheduling with Operations
• Provide department responsibility for technical guidance and support/training to PWA staff or Operations as required for projects
• Provide technical support and training to clients
• Excellent written and verbal skills
• Knowledge of GIS development processes for data and databases on the Esri platform
• Ability to bridge between non-technical users and technical project processes and GIS concepts
• Quality assurance expertise

**Minimum Education:** Bachelor’s
**Minimum years of Experience:** 8 years

**Project Manager 1**

**Functional Responsibility:**
• Expertise creating and editing geodatabases and metadata, data modeling, geodatabase design
• Experience with data collection technologies and processes
• Project planning and management, including scope/time/cost management
• Assess client systems, geospatial data, databases, applications and processes, make recommendations for system requirements, migration plans and enterprise implementation
• Provide project resource planning and scheduling with Operations
• Provide technical guidance and support/training to PWA staff or Operations as required for projects
• Provide technical support and training to clients
• Excellent written and verbal skills
• Knowledge of GIS development processes for data and databases on the Esri platform
• Ability to bridge between non-technical users and technical project processes and GIS concepts
• Quality assurance expertise

Minimum Education: Associate’s
Minimum years of Experience: 3 years

Specialist 2
Functional Responsibility:
• Expert in data development best practices and mapping
• Expert with creating and editing geodatabases and metadata
• Expert with geodatabase design and data modeling.
• Expert with data collection technologies and processes
• Expert in GIS analysis and data modeling
• Leads current and developing technologies and software related to geographic analysis
• Coordinates, manages, administers, and develops the Geographic Information Systems
• Leads technical staff to develop various types of GIS maps and related data sets
• Designs and implements GIS analytical procedures
• Performs analysis and maintenance of GIS systems
• Expertise in evaluating existing data and practices, and developing plans for migrating to an enterprise GIS
• Outstanding written and oral skills
• Self-motivated and able to multi-task on projects
• Leads team members on project goals, equipment requirements, or methodologies
• Expertise in GIS technologies, including Esri enterprise technology

Minimum Education: Bachelor’s
Minimum years of Experience: 8 years

Solutions Engineer
Functional Responsibility:
• ArcGIS Portal administration
• Knowledge of python scripting
• Demonstrated experience staying on top of new technologies
• Experience in developing enterprise project management plans
• Excellent written and oral communication skills
• Deploying and maintaining GIS software
• Work with the Esri ArcGIS Desktop suite to enable users to manage data and author maps
• Rapid publication and dissemination of maps on an ArcGIS Portal
• Provide public content access and utilize geospatial analysis tools
• Develop ArcGIS Maps and support ArcGIS Online users
• Geodatabase migration
• Perform additional duties and responsibilities for GIS implementation and support as assigned
• Must be available to provide support outside of normal business hours for critical support requests
Minimum Education: Bachelor’s
Minimum years of Experience: 3 year

Educational Equivalency
Pro-West & Associates, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

- One year of directly-related experience is the equivalent of one year of education.
- One year of education is the equivalent of one year of experience.
- Certification related to the technology is equivalent to two years of experience or education requirement.
Section III Terms and Conditions for all IT Contractors

1) Organizational Conflicts Of Interest
   a) Definitions.

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

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

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b) To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508

2) Services Performed

   a) All services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

   b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

   c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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

a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

b) The Contractor’s commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements, if applicable.

c) Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

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<thead>
<tr>
<th>Regulation Number</th>
<th>Regulation Title/Comments</th>
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<tbody>
<tr>
<td>52.222-46</td>
<td>EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)</td>
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<tr>
<td>52.222-48</td>
<td>EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR MAINTENANCE, CALIBRATION, OR REPAIR OF CERTAIN EQUIPMENT CERTIFICATION (MAY 2014)</td>
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<td>52.223-19</td>
<td>COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)</td>
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<td>52.223-2</td>
<td>AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)</td>
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<td>52.229-1</td>
<td>STATE AND LOCAL TAXES (APR 1984)</td>
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<tr>
<td>52.222-62</td>
<td>PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)</td>
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<td>52.223-13</td>
<td>ACQUISITION OF EPEAT - REGISTERED IMAGING EQUIPMENT (JUN 2014)</td>
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<td>ACQUISITION OF EPEAT® - REGISTERED TELEVISIONS (JUN 2014)</td>
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<td>52.223-16</td>
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<td>SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)</td>
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<td>TRAFFIC RELEASE (SUPPLIES) (MAY 2019)</td>
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<td>DELIVERY SCHEDULE (MAY 2019)</td>
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<td>DELIVERIES TO THE U.S. POSTAL SERVICE (MAY 2019)</td>
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<td>CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2019)</td>
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<td>MARKING AND DOCUMENTATION REQUIREMENTS FOR SHIPPING (MAY 2019)</td>
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<td>VENDOR MANAGED INVENTORY (VMI) PROGRAM (MAY 2019)</td>
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<td>552.238-94</td>
<td>ACCELERATED DELIVERY REQUIREMENTS (MAY 2019)</td>
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