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## *General Services Administration*

### AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST GSA SCHEDULE 70 PROGRAM

<u>SINs</u>	<u>DESCRIPTION</u>
132-51	Information Technology Professional Services
132-56	Health Information Technology Services

ADP Services Category Code: S

Contract Number: 47QTCA18D00CE

Period Covered by Contract: May 18, 2018 through May 17, 2023

*Products and ordering information in this Authorized Information Technology Schedule Pricelist is also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing Federal Supply Service's Home Page via Internet at <http://www.fss.gsa.gov/>.*

**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 purchase separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 - Information Technologies Schedule is not be used as a means to procure services which 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 service. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

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## INFORMATION FOR ORDERING OFFICES

### 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain 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. MAXIMUM ORDER** (All dollar amounts are exclusive of any discount for prompt payment.)

Special Item 132-51 - Information Technology (IT) Professional Services: The maximum dollar value per Order is \$500,000

Special Item 132-56 – Health Information Technology (IT) Professional Services: The maximum dollar value per Order is \$500,000

**2. MINIMUM ORDER** (All dollar amounts are exclusive of any discount for prompt payment.)

Special Item 132-51 - Information Technology (IT) Professional Services: The minimum dollar value per Order is \$10,000

Special Item 132-56 – Health Information Technology (IT) Professional Services: The minimum dollar value per Order is \$10,000

**3. GEOGRAPHIC SCOPE OF CONTRACT**

The geographic scope of contract is the 48 contiguous states and the District of Columbia.



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#### **4. AFFINITY EMPOWERING'S ORDERING ADDRESS AND PAYMENT INFORMATION**

ATTN: Brett E Wilson, Sr. Vice President  
Affinity eSolutions, Inc.  
5400 Shawnee Road  
Suite 306  
Alexandria, VA 22312  
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Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

#### **5. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

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

Block 9: G. Order/Modification under Federal Schedule  
Block 16: Contractor Establishment Code (DUNS): 62-163-0925  
Block 30: Type of Contractor – Small Business  
Block 31: Woman-Owned Small Business – No  
Block 36: Taxpayer Identification Number: 52-2277555  
**4a.** CAGE Code: 4DHR5  
**4b.** Contractor has registered with the Central Contractor Registration Database.

#### **7. FOB DESTINATION**

#### **8. DELIVERY SCHEDULE**

(a) TIME OF DELIVERY: The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.



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**ITEMS OR GROUPS  
OF ITEMS (SIN or NOMENCLATURE)**

**DELIVERY TIME  
(DAYS ARO)**

132-51  
132-56

To be negotiated with the Ordering Agency  
To be negotiated with the Ordering Agency

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

**9. DISCOUNTS:** Prices shown are NET prices; Basic Discounts have been deducted.

(a) Prompt Payment: 1 % - 10 days from receipt of invoice or date of acceptance, whichever is later.

(b) Quantity: none

(c) Dollar Volume: none

(d) Government Educational Institutions receive the same discount offered to other government customers.

(e) Other: none

**10. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:**

All items are U.S. made end products, designated country end products, Caribbean Basic country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**11. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

Not Applicable.

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

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 office need not seek further competition, synopsise 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



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schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office 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 Government's needs.

(a) **Orders placed at or below the micro-purchase threshold.** Ordering offices 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 offices 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 agency's needs. In selecting the supply or service representing the best value, the ordering office 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 office 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 offices shall --

1. Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
2. 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
3. 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 office determines that it is appropriate.



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**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

4. 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);
  5. Offer the lowest price available under the contract; or
  6. Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (a) **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 offices 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.
  - (b) **Price Reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office 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 office 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 agency for a specific order.
  - (c) **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
  - (d) **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency 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 office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### 13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards



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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 offices, shall be responded to promptly by the Contractor.

### **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. SECURITY REQUIREMENTS**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

### **15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES**

Any ordering office, 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



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of FAR 212-4, paragraph (l), Termination for the Government's Convenience, and (m), Termination for Cause (See C.1).

## **16. GSA ADVANTAGE!**

The 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.: Internet Explorer). The Internet address is <http://www.fss.gsa.gov/>.

## **17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) item.

## **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 the contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.



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## **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 the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor'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**



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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, DEINSTALLATION, 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 requirement of the Davis-Bacon Act applies.

The requisitioning 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, deinstallation, 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:

Web site <http://www.affinitysolutions.com/>

The EIT standard can be found at: [www.Section508.gov/](http://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 a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the Agency with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:



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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.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

**1. SCOPE**

- a. The prices, terms and conditions stated under special Item Number 132-51, Information Technology Professional Services, apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

**2. PERFORMANCE INCENTIVES**

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

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).



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GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office 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 offices 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 office 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)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services



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offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 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 132-51. 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.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices 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:

(a) 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 office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency'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 office 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 office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the



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BPA. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

- (2) 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 office 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 office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office 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)

The ordering office, 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 agency 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.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### **4. 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.



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## **5. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT Services under the task order shall have the education, experience, and expertise as stated in the task order.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Trade 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) 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) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General may apply.

## **8. RESPONSIBILITIES OF THE GOVERNMENT**

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

## **9. INDEPENDENT CONTRACTOR**

All IT 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 Government.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**



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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 Government contract, without some restriction on 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 Government, ordering offices 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 conflict 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

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments will be authorized by the ordering office 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 Government shall pay the Contractor, 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.



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**13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

**15. APPROVAL OF SUBCONTRACTS**

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



## TERMS AND CONDITIONS APPLICABLE TO ECOMMERCE AND SUBSCRIPTION SERVICES (SPECIAL ITEM NUMBER 132-52)

### 1. SCOPE

The prices, terms and conditions stated under Special Item Number 132-52 Electronic Commerce (EC) Services apply exclusively to EC Services within the scope of this Information Technology Schedule.

### 2. ELECTRONIC COMMERCE CAPACITY AND COVERAGE

The Ordering Activity shall specify the capacity and coverage required as part of the initial requirement.

**3. INFORMATION ASSURANCE** a. The Ordering Activity is responsible for ensuring to the maximum extent practicable that each requirement issued is in compliance with the Federal Information Security Management Act (FISMA) b. The Ordering Activity shall assign an impact level (per Federal Information Processing Standards Publication 199 & 200 (FIPS 199, “Standards for Security Categorization of Federal Information and Information Systems”) (FIPS 200, “Minimum Security Requirements for Federal Information and Information Systems”) prior to issuing the initial statement of work. Evaluations shall consider the extent to which each proposed service accommodates the necessary security controls based upon the assigned impact level. The Contractor awarded SIN 132-52 is capable of meeting at least the minimum-security requirements assigned against a low-impact information system (per FIPS 200). c. The Ordering Activity reserves the right to independently evaluate, audit, and verify the FISMA compliance for any proposed or awarded Electronic Commerce services. All FISMA certification, accreditation, and evaluation activities are the responsibility of the ordering activity.

### 4. DELIVERY SCHEDULE

The Ordering Activity shall specify the delivery schedule as part of the initial requirement. The Delivery Schedule options are found in Information for Ordering Activities Applicable to All Special Item Numbers, paragraph 6. Delivery Schedule.

### 5. INTEROPERABILITY

When an Ordering Activity requires interoperability, this requirement shall be included as part of the initial requirement. Interfaces may be identified as interoperable on the basis of participation in a sponsored program acceptable to the Ordering Activity. Any such access or interoperability with teleports/gateways and provisioning of enterprise service access will be defined in the individual requirement.

**6. ORDER** a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering electronic services under this contract. Blanket Purchase



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

## **7. PERFORMANCE OF ELECTRONIC SERVICES**

The Contractor shall provide electronic services on the date agreed to by the Contractor and the ordering activity.

## **8. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

## **9. RIGHTS IN DATA**

The Contractor shall comply FAR 52.227-14 RIGHTS IN DATA – GENERAL and with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

## **10. ACCEPTANCE TESTING**

If requested by the ordering activity the Contractor shall provide acceptance test plans and procedures for ordering activity approval. The Contractor shall perform acceptance testing of the systems for ordering activity approval in accordance with the approved test procedures.

## **11. WARRANTY**

The Contractor shall provide a warranty covering each Contractor-provided electronic commerce service. The minimum duration of the warranty shall be the duration of the manufacturer's commercial warranty for the item listed below.

The Contractor shall provide a warranty covering each Contractor-provided electronic commerce service. The minimum duration of the warranty shall be the duration of the manufacturer's commercial warranty for the items listed in this price list.

The warranty shall commence upon the later of the following:

- a. Activation of the user's service
- b. Installation/delivery of the equipment



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The Contractor, by repair or replacement of the defective item, shall complete all warranty services within five working days of notification of the defect. Warranty service shall be deemed complete when the user has possession of the repaired or replaced item. If the Contractor renders warranty service by replacement, the user shall return the defective item(s) to the Contractor as soon as possible but not later than ten (10) working days after notification.

## **12. MANAGEMENT AND OPERATIONS PRICING**

The Contractor shall provide management and operations pricing on a uniform basis. All management and operations requirements for which pricing elements are not specified shall be provided as part of the basic service.

## **13. TRAINING**

The Contractor shall provide normal commercial installation, operation, maintenance, and engineering interface training on the system. If there is a separate charge, indicate below:

N/A

## **14. MONTHLY REPORTS**

In accordance with commercial practices, the Contractor may furnish the ordering activity/user with a monthly summary ordering activity report.

**14. ELECTRONIC COMMERCE SERVICE PLAN** (a) Describe the electronic service plan and eligibility requirements.

N/A

(b) Describe charges, if any, for additional usage guidelines.

N/A

Describe corporate volume discounts and eligibility requirements, if any.

N/A



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## TERMS AND CONDITIONS APPLICABLE TO HEALTH IT SERVICES (SPECIAL ITEM NUMBER 132-56)

### 1. SCOPE

- a. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).
- c. This SIN provides ordering activities with access to Health IT services.
- d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- e. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### 2. ORDER

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

### 3. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.



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c. The ordering activity should include the criteria for satisfactory completion for each task in the TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM NUMBER 132-56)

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 Health 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. All travel will be agreed upon with the client prior to the Contractor's travel.

#### **4. INSPECTION OF SERVICES**

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

#### **5. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

#### **6. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

#### **7. INDEPENDENT CONTRACTOR**

All Health IT 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.

#### **8. 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.



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“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.

## **9. INVOICES**

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

## **10. RESUMES**

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

## **11. INCIDENTAL SUPPORT COSTS**

Incidental support costs are not considered part of 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.

## **12. APPROVAL OF SUBCONTRACTS**

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



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**13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING** a. The contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 132-56. The offer should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided. b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices: e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education. Labor categories for this SIN begin on page 26.



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## **USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

### **PREAMBLE**

AFFINITY EMPOWERING International, Inc. provides commercial products and services to the Federal Government. 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 insure 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 Federal Government contracts. To accelerate potential opportunities, please contact Brett E. Wilson at 703-559-3555 (Voice), 703-992-7085 (Fax) or [BWilson@affinityempowering.com](mailto:BWilson@affinityempowering.com).



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## Labor Rates for SINs 132-51 & 132-52

No.	Labor Category Title	Hourly Labor Billing Rate
1	Internet Technology Engineer I	\$75.48
2	Internet Technology Engineer II	\$86.66
3	Developer I	\$80.70
4	Developer II	\$92.24
5	Developer III	\$118.70
6	Business Process Analyst I	\$57.42
7	Business Process Analyst II	\$66.48
8	Business Process Analyst III	\$72.52
9	Business Process Analyst IV	\$104.53
10	Business Process Analyst V	\$136.82
11	Graphics Specialist I	\$60.14
12	IT Tech Engineer I	\$75.50
13	IT Tech Engineer II	\$86.66
14	Infrastructure Engineer I	\$77.98
15	Security Engineer I	\$83.66
16	Security Engineer II	\$104.95
17	Security Engineer III	\$146.25
18	Technical Editor I	\$69.50
19	Graphics Specialist I	\$62.90
20	Marketing Specialist I	\$60.91
21	Marketing Specialist II	\$65.96
22	Marketing Specialist III	\$77.82
23	Marketing Specialist IV	\$112.92
24	Marketing Specialist V	\$161.00
25	Project Manager I	\$112.50
26	Subject Matter Expert	\$150.00

Rates are "on site" only.

Note: Any non-professional services proposed must be incidental to and in direct support of the proposed professional services.



## GSA LABOR CATEGORY DESCRIPTIONS SINS 132-51 & 132-52

No.	Labor Category Title	LCAT Description / SINS 132-51 & 132-52
1	Internet Technology Engineer I	Responsible for supporting and analyzing business specifications and implementing the requested software functionality in web, mobile and telephony applications. S/he works closely with other members of the team, adhering to specifications while using the latest standards, practices, tools and guidelines for web-based/Internet application development. Bachelor's degree a minimum. Experience an asset.
2	Internet Technology Engineer II	Responsible for leading, supporting and analyzing business specifications and implementing the requested software functionality in web, mobile and telephony applications. As a senior member of the team, s/he works closely with other members of the team, provides coaching to peers, and troubleshoots complex issues, while adhering to specifications while using the latest standards, practices, tools and guidelines for web-based/Internet application development. Associate's degree a minimum, Bachelor's degree an asset. 2 or more years of experience required.
3	Developer I	Responsible for design, development, testing and maintenance of software solutions. Adheres to specifications while using the latest standards, best-practices, tools and guidelines for application development. Bachelor's degree a minimum. Experience an asset.
4	Developer II	Responsible for design, development, testing and maintenance of software solutions. Adheres to specifications while using the latest standards, best-practices, tools and guidelines for application development. Bachelor's degree a minimum. 2 or more years of experience required.
5	Developer III	Responsible for design, development, testing and maintenance of software solutions. Adheres to specifications while using the latest standards, best-practices, tools and guidelines for application development. As a senior member of the team, coaches peers, adheres to specifications while using the latest standards, practices, tools and guidelines for application development. Bachelor's degree a minimum. 3 or more years of experience required.



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6	Business Process Analyst I	Responsible for planning, conducting and completing analysis of customer requirements and end results. The BPA will analyze business requirements, identifies methodologies and approaches best suited to address the requirement. Communicates with various production team members and seeks to obtain consensus on solution(s). Bachelor's degree a minimum.
7	Business Process Analyst II	Responsible for planning, conducting and completing analysis of customer requirements and end results. The BPA will analyze business requirements, identifies methodologies and approaches best suited to address the requirement. Communicates with various production team members and seeks to obtain consensus on solution(s). Bachelor's degree a minimum. 2 or more years of experience required.
8	Business Process Analyst III	Responsible for planning, conducting and completing analysis of customer requirements and end results. The BPA will analyze business requirements, identifies methodologies and approaches best suited to address the requirement. Has a firm understanding of available technologies to help support and address business process challenges. Communicates with various production team members and seeks to obtain consensus on solution(s). Bachelor's degree a minimum. 4 or more years of experience required.
9	Business Process Analyst IV	Responsible for planning, conducting and completing analysis of customer requirements and end results. The BPA will analyze business requirements, identifies methodologies and approaches best suited to address the requirement. Has a firm understanding of available technologies to help support and address business process challenges. Communicates with various production team members and seeks to obtain consensus on solution(s). Analyzes other supporting requirements in the areas of software licensing, maintenance and recommends effective and feasible solutions for implementation. Bachelor's degree a minimum. 5 or more years of experience required.



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10	Business Process Analyst V	Responsible for managing, leading, planning, conducting and completing analysis of customer requirements and end results. The BPA will analyze business requirements, identifies methodologies and approaches best suited to address the requirement. Has a firm understanding of available technologies to help support and address business process challenges. Communicates with various production team members and seeks to obtain consensus on solution(s). Analyzes other supporting requirements in the areas of software licensing, maintenance and recommends effective and feasible solutions for implementation. Bachelor's degree a minimum. 5 or more years of experience required.
11	Graphics Specialist I	Provides user design and user experience support to the production team. Responsible for ideation, design and production of visual artifacts for online and offline use. Bachelor's degree a minimum.
12	IT Tech Engineer I	Responsible for supporting IT and software support over the web, email and phone channels. Provides solutions to most common problems. Logs issues, provides status, and owns the issue until resolution/closeout. Bachelor's degree a minimum.
13	IT Tech Engineer II	Responsible for leading a team, and supporting IT and software support over the web, email and phone channels. Provides solutions to most common problems. Logs issues, provides status, and owns the issue until resolution/closeout. Recommends solutions to improve IT and software support processes and procedures. Bachelor's degree a minimum.
14	Infrastructure Engineer I	Responsible for leading, supporting and analyzing business specifications and implementing the requested infrastructure requirement. Works closely with other members of the team, troubleshoots complex issues, while adhering to specifications using the latest standards, best practices, tools and industry guidelines. Bachelor's degree a minimum.



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15	Security Engineer I	Responsible for analyzing IT system security environments including cybersecurity, physical, technical and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Provides preliminary analysis of security posture, status of certification, assessment and accreditation (A&A) efforts, where applicable. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports. Bachelor's degree a requirement. At least one of the following certifications required: A+ CE, CAP, CASP, CASP CE, CCNA-Security, CISA, CISM, CISSP (or Associate), GCED, GCIH, GCWN, GICSP, GSEC, GSLC, Network+ CE, Security+ CE, SSCP.
16	Security Engineer II	Responsible for analyzing IT system security environments including cybersecurity, physical, technical and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Reviews preliminary analysis of security posture, status of certification, assessment and accreditation (A&A) efforts, and makes recommendations for implementation. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports. Bachelor's degree a requirement. 3 or more years of experience required. At least one of the following certifications required: CAP, CASP, CASP CE, CCNA-Security, CISA, CISM, CISSP (or Associate), GCED, GCIH, GCWN, GICSP, GSEC, GSLC, Security+ CE, SSCP.
17	Security Engineer III	Responsible for leading a team and analyzing IT system security environments including cybersecurity, physical, technical and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Provides preliminary analysis of security posture, status of certification, assessment and accreditation (A&A) efforts, where applicable. Conducts research. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports. Bachelor's degree a requirement. 5 or more years of experience required. At least one of the following certifications required: CASP CE, CISA, CISM, CISSP (or Associate), GCED, GCIH, GICSP, GSLC, GCIH.



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18	Technical Editor I	Responsible for editorial requirements including analyzing client learning needs, and developing requisite tools and materials to ensure they are fully supported at all stages of implementation and across all user audiences. S/he contributes to the maintenance of a wide range of eLearning tools such as webinars, instructional videos, downloadable user guides and context sensitive online help. Bachelor's degree a minimum.
19	Graphics Specialist I	Designs and manages all aspects of user experience – including design and programming of graphical UI and user experience workflows. S/he is responsible for all site audits, flows and navigation maps, user scenarios, site maps, wireframes and prototypes. Bachelor's degree a minimum.
20	Marketing Specialist I	Executes key aspects of marketing, outreach and awareness support. Acts as a liaison with stakeholders, to gather requirements for key outreach campaigns, and provides the media presentations to broadcast these campaigns to end users. S/he provides a variety of outreach materials to the client using multiple media platforms—including but not limited to, videos, banners and PowerPoint presentations. Bachelor's degree a minimum.
21	Marketing Specialist II	Executes key aspects of marketing, outreach and awareness support. Acts as a liaison with stakeholders, to gather requirements for key outreach campaigns, and provides the media presentations to broadcast these campaigns to end users. S/he provides a variety of outreach materials to the client using multiple media platforms—including but not limited to, videos, banners and PowerPoint presentations. Bachelor's degree a minimum. 2 or more years of experience required.
22	Marketing Specialist III	Plans and executes key aspects of marketing, outreach and awareness support. Acts as a liaison with stakeholders, to gather requirements for key outreach campaigns, and provides the media presentations to broadcast these campaigns to end users. S/he provides a variety of outreach materials to the client using multiple media platforms—including but not limited to, videos, banners and PowerPoint presentations. Bachelor's degree a minimum. 5 or more years of experience required.



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23	Marketing Specialist IV	Plans and executes key aspects of marketing, outreach and awareness support. Acts as a liaison with stakeholders, to gather requirements for key outreach campaigns, and provides the media presentations to broadcast these campaigns to end users. S/he provides a variety of outreach materials to the client using multiple media platforms—including but not limited to, videos, banners and PowerPoint presentations. Bachelor's degree a minimum. 10 or more years of experience required.
24	Marketing Specialist V	Provides strategic marketing direction, leads a team of marketing specialists and assists in planning and execution of marketing, outreach and awareness campaigns. Acts as a principle liaison with stakeholders, to facilitate requirements gathering for major outreach campaigns, and provides the media presentations to broadcast these campaigns to end users. S/he provides a variety of outreach materials to the client using multiple media platforms—including but not limited to, videos, banners and PowerPoint presentations. Bachelor's degree a minimum. 10 or more years of experience required.
25	Project Manager I	Responsible for all aspects of the planning, development and implementation of assigned projects. S/he will be accountable for timely and high-quality execution, day to day monitoring, reporting, and delivery of the projects. S/he will work with teams that follow Agile as well as traditional methodologies and report to Project Management Office (PMO). Bachelor's degree a minimum.
26	Subject Matter Expert	Provides subject matter expertise (SME), with comprehensive knowledge in specific scientific, technical, or other professional domains. Provides experiential knowledge and analysis at tactical and strategic levels of the project, including research, analysis, design, implementation, delivery and sustainment phases of the project lifecycle. Applies industry best-practices, methodologies and knowledge of the domain in order to address business, technical and operational requirements. Bachelor's degree a minimum.



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## Labor Rates for SIN 132-56

No.	Labor Category Title	Hourly Labor Billing Rate
1	Developer III	\$118.70
2	Business Process Analyst IV	\$104.53
3	Business Process Analyst V	\$136.82
4	IT Tech Engineer II	\$86.66
5	Infrastructure Engineer I	\$77.98
6	Security Engineer I	\$83.66
7	Security Engineer II	\$104.95
8	Security Engineer III	\$146.25
9	Subject Matter Expert	\$150.00

Rates are "on site" only.

Note: Any non-professional services proposed must be incidental to and in direct support of the proposed professional services.



## GSA LABOR CATEGORY DESCRIPTIONS SIN 132-56

No.	Labor Category Title	LCAT Description / 132-56
1	Developer III	Responsible for design, development, testing and maintenance of software solutions. Adheres to specifications while using the latest standards, best-practices, tools and guidelines for application development. As a senior member of the team, coaches peers, adheres to specifications while using the latest standards, practices, tools and guidelines for application development. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Experience processing and integrating PHI over common healthcare protocols such as HL7, FHIR, XML, JSON. Bachelor's degree a minimum. 3 or more years of experience required.
2	Business Process Analyst IV	Responsible for planning, conducting and completing analysis of customer requirements and end results. The BPA will analyze business requirements, identifies methodologies and approaches best suited to address the requirement. Has a firm understanding of available technologies to help support and address business process challenges. Communicates with various production team members and seeks to obtain consensus on solution(s). Analyzes other supporting requirements in the areas of software licensing, maintenance and recommends effective and feasible solutions for implementation. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Understanding of and experience fulfilling requirements under HIPAA "Business Associate" contracts. Bachelor's degree a minimum. 5 or more years of experience required.



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3	Business Process Analyst V	Responsible for managing, leading, planning, conducting and completing analysis of customer requirements and end results. The BPA will analyze business requirements, identifies methodologies and approaches best suited to address the requirement. Has a firm understanding of available technologies to help support and address business process challenges. Communicates with various production team members and seeks to obtain consensus on solution(s). Analyzes other supporting requirements in the areas of software licensing, maintenance and recommends effective and feasible solutions for implementation. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Understanding of and experience fulfilling requirements under HIPAA “Business Associate” contracts. Bachelor's degree a minimum. 5 or more years of experience required.
4	IT Tech Engineer II	Responsible for leading a team, and supporting IT and software support over the web, email and phone channels. Provides solutions to most common problems. Logs issues, provides status, and owns the issue until resolution/closeout. Recommends solutions to improve IT and software support processes and procedures. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Bachelor’s degree a minimum.
5	Infrastructure Engineer I	Responsible for leading, supporting and analyzing business specifications and implementing the requested infrastructure requirement. Works closely with other members of the team, troubleshoots complex issues, while adhering to specifications using the latest standards, best practices, tools and industry guidelines. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Cloud-computing security for Healthcare (experience ensuring HIPAA compliance via cloud-service-provider services). Bachelor’s degree a minimum.



# AFFINITY

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6	Security Engineer I	<p>Responsible for analyzing IT system security environments including cybersecurity, physical, technical and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Provides preliminary analysis of security posture, status of certification, assessment and accreditation (A&amp;A) efforts, where applicable. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Cloud-computing security for Healthcare (experience ensuring HIPAA compliance via cloud-service-provider services). Bachelor's degree a requirement. At least one of the following certifications required: A+ CE, CAP, CASP, CASP CE, CCNA-Security, CISA, CISM, CISSP (or Associate), GCED, GCIH, GCWN, GICSP, GSEC, GSLC, Network+ CE, Security+ CE, SSCP.</p>
7	Security Engineer II	<p>Responsible for analyzing IT system security environments including cybersecurity, physical, technical and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Reviews preliminary analysis of security posture, status of certification, assessment and accreditation (A&amp;A) efforts, and makes recommendations for implementation. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Cloud-computing security for Healthcare (experience ensuring HIPAA compliance via cloud-service-provider services). Bachelor's degree a requirement. 3 or more years of experience required. At least one of the following certifications required: CAP, CASP, CASP CE, CCNA-Security, CISA, CISM, CISSP (or Associate), GCED, GCIH, GCWN, GICSP, GSEC, GSLC, Security+ CE, SSCP.</p>



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8	Security Engineer III	Responsible for leading a team and analyzing IT system security environments including cybersecurity, physical, technical and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Provides preliminary analysis of security posture, status of certification, assessment and accreditation (A&A) efforts, where applicable. Conducts research. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Cloud-computing security for Healthcare (experience ensuring HIPAA compliance via cloud-service-provider services). Bachelor's degree a requirement. 5 of more years of experience required. At least one of the following certifications required: CASP CE, CISA, CISM, CISSP (or Associate), GCED, GCIH, GICSP, GSLC, GCIH.
9	Subject Matter Expert	Provides eHealth subject matter expertise (SME), with comprehensive knowledge in specific scientific, technical, or other professional domains. Provides experiential knowledge and analysis at tactical and strategic levels of the project, including research, analysis, design, implementation, delivery and sustainment phases of the project lifecycle. Applies industry best-practices, methodologies and knowledge of the domain in order to address business, technical and operational requirements. Knowledge, understanding, and experience implementing HIPAA Privacy Rule and HIPAA Security Rule requirements. Bachelor's degree a minimum.