FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE PRICE LIST
MULTIPLE AWARD SCHEDULE

FSC Group Class MAS
SIN 54151S – INFORMATION TECHNOLOGY PROFESSIONAL SERVICES - - FSC/PSC Code D399

Saxon InfoTech, Inc.
8894 Stanford Blvd. Suite 300
Columbia, MD 21045
Phone: 410-290-1002
Fax: 443-430-2040
www.saxoninfotech.com

Business Size: Minority Owned Small Business; SBA Certified 8(a) Program Participant
Contract Administrator: Shibu Jose
E-mail: shibujose@saxoninfotech.com
Schedule Contract Number: 47QTCA18D00EG
Period Covered by Contract: June 22, 2018 through June 21, 2023
Pricelist current through Modification# PS-A812 dated February 6, 2020.

General Services Administration
Federal Supply Service

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!® is: GSAAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
INFORMATION FOR ORDERING ACTIVITIES

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

Special Item No. 54151S, 54151S(RC) Information Technology Professional Services – See page 11.
Special Item No. OLM, Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. See page 11.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. Labor category descriptions begin on page 8.

2. Maximum Order. $500,000

3. Minimum Order. $100


5. Point(s) of Production (city, county, and State or foreign country). USA

6. Discount from list prices or statement of net price. Government prices are net.

7. Quantity Discounts. 1% for a single order over $350,000.

8. Prompt Payment Terms. None. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

The Government purchase card will be accepted for payment on orders below the micro-purchase threshold.

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

The Government purchase card will not be accepted for payment on orders above the micro-purchase threshold.

10. Foreign Items. None.

11a. Time of Delivery. As negotiated on the task order level.
11b. Expedited Delivery. As negotiated on the task order level.

11c. Overnight and 2-day Delivery. As negotiated on the task order level.

11d. Urgent Requirements. As negotiated on the task order level.

12. F.O.B. Point(s). Destination.

13a. Ordering Address(es). Same as company address.

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405.

14. Payment Address(es). Same as company address.


16. Export packing charges, if applicable. Not Applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None.

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable.

19. Terms and conditions of installation (if applicable). Not Applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable.

20a. Terms and conditions for any other services (if applicable). Not Applicable.

21. List of service and distribution points (if applicable). Not Applicable.

22. List of participating dealers (if applicable). Not Applicable.

23. Preventive maintenance (if applicable). Not Applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable.

24b. If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services a can be found at www.itgonline.com. The EIT standards can be found at: www.Section508.gov. Not Applicable.

25. Data Universal Number System (DUNS) number. 627477800.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM 54151S)

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

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

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

4. Performance Of Services:
   a. Contractor shall commence performance of services on the date agreed to by Contractor and the ordering activity.
   b. Contractor agrees to render services only during normal working hours, unless otherwise agreed to by Contractor and the ordering activity.
c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any travel required by an ordering agency, in the performance of IT Services under this contract, will be reimbursed by the ordering agency. Contractor travel will be reimbursed by the ordering agency. Contractor travel will be in accordance 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 Contractor travel. Contractor cannot use GSA city pair contracts.

5. **Stop Work Order (FAR 52.242-15) (AUG 1989):**

   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

      (1) Cancel the stop-work order; or
      (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

   b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

      (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
      (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

   c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

   d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **Inspection 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

7. Responsibilities Of Contractor: 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.

8. Responsibilities Of The Ordering Activity: Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. Independent Contractor: All IT Services performed by Contractor under the terms of this contract shall be as an independent contractor, and not as an agent or employee of the ordering activity.

10. Organizational Conflicts Of Interest:

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving Contractor, any entity into or with which Contractor subsequently merges or affiliates, or any other successor or assignee of 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 activities by Contractor and its affiliates, may either (i) result in an unfair competitive advantage to Contractor or its affiliates or (ii) impair 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 Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

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

12. Payments:
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be

a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

14. **Incidental Support Costs:** Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. **Approval Of Subcontracts:** The ordering activity may require that 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.

LABOR CATEGORY DESCRIPTIONS CONTINUE ON THE NEXT PAGE
16. Description Of IT Services:

### Subject Matter Expert

**Responsibilities**
- Works with Business Analysts to define system functions and objectives.
- Provides expert business knowledge to the development team.
- Explains how the end-user will utilize the system output(s).
- Defines and describes what needs to be built.
- Participates in the testing process through a test review and analysis, test witnessing and certification of software.
- Typically reports to the project or client manager.

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s Degree; MS Degree is accounted for one (1) year IT experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>Ten years total IT experience with three (3) years of experience in the relevant field or related area. Knowledge of commonly used concepts, practices and procedures within a particular field. Typically has industry certification in their field of expertise.</td>
</tr>
</tbody>
</table>

### Application Engineer

**Responsibilities**
- Provides analysis and design of enterprise systems.
- Works closely with end users on project development and implementation.
- Assists in design, coding, benchmark testing, debugging and documentation of programs using formal specifications, data flow diagrams, other accepted design techniques and Computer-Aided Software Engineering (CASE) tools.
- Estimates software development costs and schedule.
- Formulates and defines specifications for software applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer.
- Ensures the maintenance of adequate software systems documentation.
- Trains users in applications programming and other user personnel in the use of systems software and related hardware. May perform other duties as assigned.

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<th>Bachelor’s Degree; MS Degree is accounted for one (1) year IT experience.</th>
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<tbody>
<tr>
<td>Experience</td>
<td>Five (5) years total IT experience with two (2) computer systems coding experience.</td>
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</tbody>
</table>

### Architecture Specialist

**Responsibilities**
- Develops enterprise application architectures.
- Develops or leads the development of detailed data and processing requirements in components of the enterprise application architecture.
- Plans new applications development including identification of builds, selection of methodology and tools.
- Defines sequencing and prioritization of modules.
- Develops software unit, integration and operational testing strategies.
- Evaluates software reuse, reengineering and renewal options for components of the enterprise application architecture.
- Designs complex applications for maximum flexibility and adaptability to changing business needs.

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s Degree in Computer Science, Engineering, or related field.</th>
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<tbody>
<tr>
<td>Experience</td>
<td>Seven years total experience comprised of at least five (5) years combined experience in enterprise architecture planning; functional and non-functional requirements analysis and specifications; application systems development planning, software engineering, design and development and at least two (2) years’ experience in information systems strategic planning, enterprise architecture planning and information engineering practice.</td>
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</tbody>
</table>
### Programmer Analyst

**Responsibilities**
- Works under the supervision of a Sr. Developer to support the activities of a Sr. Developer.
- Assists in the support of maintenance and operating efficiency of a major system.
- Assists Sr. Developer/Engineer in the assessment of the performance of appropriate software systems to identify and correct problems which impact operations and work quality.
- Assists in the identification, evaluation, customizing and implementation of vendor-supplied software packages.
- Codes, in accordance with specific design parameters, systems software modules as directed by the Sr. Developer/Engineer.
- Assists Sr. Developer/Engineer in end user training in applications programming and other user personnel in the use of systems and related hardware.
- May perform other duties assigned.

**Education**
- Bachelor's Degree; MS Degree is accounted for one (1) year IT experience.

**Experience**
- Three (3) year total IT experience with 6 (six) months experience coding computer programs.

### Project Manager

**Responsibilities**
- Provide to the customer the contractor staff utilization and contractor status reports.
- Oversees and provides technical and managerial direction to contractor support staff for contract monitoring and system development activities.
- Helps recruit and allocate contract resources on contract to be consistent with workload, ensuring that all work performed is in compliance with all standards.
- Acts as liaison between all contract support staff and the customer.

**Education**
- Bachelor’s Degree; MS Degree accounts for one (1) year IT experience.

**Experience**
- Five years total experience with at least three (3) of the last five (5) years of progressive technical or managerial experience in information resources management. At least two (2) years of experience within the last three (3) years occupying a project manager position in the software development business demonstrating the duties defined above.

### Systems Engineer

**Responsibilities**
- Performs systems engineering planning, performance management, capacity planning, testing, validation, benchmarking and information engineering.
- Develops staffing for systems engineering management plan.
- Supports Senior Systems Engineer as required.
- Analyses and develops technical documentation detailing the integration and systems performance.
- Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects.
- May perform other duties as assigned.

**Education**
- Bachelor’s degree in Computer Science, Engineering, or related field.

**Experience**
- Four (4) years total IT experience with two (2) year computer systems coding experience.
### Quality Analyst

<table>
<thead>
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<tbody>
<tr>
<td>▪ Establishes and maintains a process for evaluating systems and associated documentation.</td>
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<td>▪ Maintains the level of quality throughout the project life cycle.</td>
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<tr>
<td>▪ Conducts formal and informal reviews at pre-determined points throughout the development life cycle.</td>
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<tr>
<td>▪ Provides technical and administrative direction for personnel performing systems development task, including the review of work products for correctness, adherence to the design concept and to user standards.</td>
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<tr>
<td>▪ Makes recommendations, if needed, for approval of major systems installations.</td>
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<tr>
<td>▪ Supervises a team of less senior QA Analysts.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s Degree; MS Degree accounts for one (1) year IT experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>Four (4) years of total IT experience with two (2) years performing quality assurance/quality control for IT systems.</td>
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</table>

### Sr. Business Analyst

<table>
<thead>
<tr>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>▪ Performs planning, analysis and design of business systems.</td>
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<td>▪ Analyzes and documents business processes.</td>
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<td>▪ Creates functional specifications and detailed test plans.</td>
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<td>▪ Handles day to day management of change requests.</td>
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<tr>
<td>▪ May supervise other Business Analysts.</td>
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<tbody>
<tr>
<td>Experience</td>
<td>Five (5) years’ experience in application development activities with at least two (2) years’ experience in development of functional and business requirements.</td>
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# GSA PRICING
## Effective June 22, 2018

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>GSA PRICE (INCLUDING IFF)</th>
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</thead>
<tbody>
<tr>
<td>Subject Matter Expert</td>
<td>$ 178.04</td>
</tr>
<tr>
<td>Application Engineer</td>
<td>$ 133.47</td>
</tr>
<tr>
<td>Architecture Specialist</td>
<td>$ 137.52</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$ 118.90</td>
</tr>
<tr>
<td>Programmer Analyst</td>
<td>$ 93.80</td>
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<tr>
<td>Systems Engineer</td>
<td>$ 115.26</td>
</tr>
<tr>
<td>Quality Analyst</td>
<td>$ 77.25</td>
</tr>
<tr>
<td>Sr. Business Analyst</td>
<td>$ 107.09</td>
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</tbody>
</table>