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

SCHEDULE TITLE: Multiple Award Schedule

FSC GROUP: Information Technology       FSC CLASS: DA01

CONTRACT NUMBER: 47QTCA19D003B

CONTRACT PERIOD: December 14, 2018 through December 13, 2023

For more information on ordering from Federal Supply go to this website: www.fss.gsa.gov

CONTRACTOR: Inprocess Consulting LLC
4080 McGinnis Ferry Road
Suite103
Alpharetta, GA 30005
Phone number: (404) 936-3774
Fax number: (470) 407-9101
Email: mark.meersman@ipc-global.com

CONTRACTOR'S ADMINISTRATION SOURCE:

Mark Meersman
2125 Wood Cove Dr.
Cumming, GA 30041-7886
Phone number: (404) 936-3774
Fax number: (470) 407-9101
Email: mark.meersman@ipc-global.com
BUSINESS SIZE: Small Business

BUSINESS TYPE: Self-Certified Small Disadvantaged Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services – SUBJECT TO COOPERATIVE PURCHASING</td>
</tr>
</tbody>
</table>

FPDS Code D306 System Analysis Services
FPDS Code D307 Automated Information Systems Services
FPDS Code D310 Backup and Security Services
FPDS Code D317 Creation/ Retrieval of IT Related Data Services
Creation/Retrieval of Other Information Services
Creation/Retrieval of IT Related Automated News Services
FPDS Code D399 Other Information Technology Services Not Elsewhere Classified

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

Qlik Sense Extension Object Developer - $145.23

1c. HOURLY RATES (Services only):
See attached APPENDIX B – GSA PROPOSED PRICE LIST

2. MAXIMUM ORDER*: $500,000.00

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

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: 48 States; DC

5. POINT(S) OF PRODUCTION: N/A
6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30 Days

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

9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: Not Applicable

11a. TIME OF DELIVERY: 30 Days, Subject to Task Order

11b. EXPEDITED DELIVERY: Contact Contractor

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: Same as Contractor

13b. ORDERING PROCEDURES: Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS: Same as Contractor

15. WARRANTY PROVISION: ONE (1) Year, Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: No Limit
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 AVAILABLE): 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. Section 508 Compliance for Electronic and Information Technology (EIT): Inprocess Consulting LLC is 508 Compliant and our VPAT is posted on our website at www.ipc-global.com

25. DUNS NUMBER: 181589065

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database. Cage Code: 7P2S0

APPENDIX A LABOR DESCRIPTIONS

APPENDIX B GSA PRICE LIST
AWS Certified Developer - Associate

Minimum Year Experience: 2

Minimum Education: Bachelors

Responsibilities: Picking the right AWS services for the application. Leveraging AWS SDKs to interact with AWS services from your application. Writing code that optimizes performance of AWS services used by your application. Code-level application security (IAM roles, credentials, encryption, etc.).

AWS Certified Solution Architect - Associate

Minimum Year Experience: 2

Minimum Education: Bachelors

Responsibilities: Designing and deploying scalable, highly available, and fault tolerant systems on AWS. Lift and shift of an existing on-premises application to AWS. Ingress and egress of data to and from AWS. Selecting the appropriate AWS service based on data, compute, database, or security requirements. Identifying appropriate use of AWS architectural best practices. Estimating AWS costs and identifying cost control mechanisms.
**AWS Certified SysOps Administrator - Associate**

Minimum Year Experience: 2

Minimum Education: Bachelors

Responsibilities: Deploying operating scalable, highly available, and fault tolerant systems on AWS. Migrating an existing on-premises application to AWS. Implementing and controlling the flow of data to and from AWS. Selecting the appropriate AWS service based on compute, data, or security requirements. Identifying appropriate use of AWS operational best practices. Estimating AWS usage costs and identifying operational cost control mechanisms.

**AWS Managed Service Provider**

Minimum Year Experience: 2

Minimum Education: Bachelors

Responsibilities: Managing a highly available system on AWS. Managing the components allowing data to flow to and from AWS. Managing and maintaining AWS service selected. Manage according to an AWS services playbook of operational best practices. Plan and schedule maintenance services and outages. Staff help desk for inbound request. Document and track systems in online help desk system. Report and review managed service performance.

**K4 Analytics for Qlik Developer - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Workflow and user experience development. Training and experience required in vendor technology. Technologies include but not limited to K4 Analytics integration with Qlik Sense and QlikView applications plus required SQL database functions.

**Qlik API Integration - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors
Responsibilities: API experience development. Training and experience required in vendor technology. Technologies include but not limited to Qlik Sense and QlikView QMC and integration with HTML, CSS, and JavaScript technology.

**Qlik Data Science Engineer - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Statistics data preparation, modeling, integration, and user results experience engineer. Training and experience required in vendor technology. Technologies include but not limited to Qlik Sense or QlikView integration with Python and R technology.

**Qlik GeoAnalytics Developer - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Geospatial mapping and user experience development. Training and experience required in vendor technology. Technologies include but not limited to Qlik GeoAnalytics and integration with Qlik Sense or QlikView applications.

**Qlik NPrinting Report Developer - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Report and user experience development. Training and experience required in vendor technology. Technologies include but not limited to Qlik NPrinting and integration with Qlik Sense or QlikView applications.

**Qlik NPrinting Server Administrator - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors
Responsibilities: Installation and configuration of Software on server. Setup of Qlik Server connections. Setup and management of security rules for folders, network user IDs, groups etc. Technologies include but not limited to Qlik NPrinting.

**Qlik SAP Connector Engineer - Senior**

**Minimum Year Experience:** 3

**Minimum Education:** Bachelors

**Responsibilities:** SAP data connection, extraction, transformation and integration experience. Training and experience required in vendor technology. Technologies include but not limited to Qlik SAP Connectors and integration with Qlik Sense or QlikView applications.

**Qlik Sense Application Developer - Senior**

**Minimum Year Experience:** 3

**Minimum Education:** Bachelors

**Responsibilities:** Application and user experience development. Training and experience required in vendor technology. Technologies include but not limited to Qlik Sense App, Qlik Sense Hub, and Qlik DataMarket.

**Qlik Sense Data Developer - Senior**

**Minimum Year Experience:** 3

**Minimum Education:** Bachelors

**Responsibilities:** Data ETL and modeling experience development. Training and experience required in vendor technology. Technologies include but not limited to Qlik Sense App Scripting and SQL language.

**Qlik Sense Extension Object Developer**

**Minimum Year Experience:** 3

**Minimum Education:** Bachelors
Responsibilities: Extension Object and Widget experience development. Training and experience required in vendor technology. Technologies include but not limited to Qlik Sense Dev-Hub and integration with HTML, CSS technology.

**Qlik Sense Mashup Web Developer - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Website and user experience development. Training and experience required in vendor technology. Technologies include but not limited to Qlik Sense Dev-Hub and integration with HTML, CSS, and JavaScript technology.

**Qlik Sense Server Administrator - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Installation and configuration of Software on server. Setup of data connections. Setup and management of security rules for folders, network user IDs, groups etc. Technologies include but not limited to Qlik Sense QMC, Database Connector, Data File Connector, Web Connector, SalesForce.com connector, and SAP Connector.

**Qlik Sense Web Connector Engineer - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Web data connection, transformation and integration experience. Training and experience required in vendor technology. Technologies include but not limited to Qlik QVSource Web Connectors and integration with Qlik Sense applications.

**Qlik Solution Architect - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors
Responsibilities: Application, Data, and Server experience design. Training and experience required in vendor technology. Technologies include but not limited to Qlik portfolio of technology.

**QlikView Application Developer - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Application and user experience development. Training and experience required in vendor technology. Technologies include but not limited to QlikView Desktop.

**QlikView Data Developer - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Data ETL and modeling experience development. Training and experience required in vendor technology. Technologies include but not limited to QlikView App Scripting and SQL language.

**QlikView Server Administrator - Senior**

Minimum Year Experience: 3

Minimum Education: Bachelors

Responsibilities: Installation and configuration of Software on server. Setup of data connections. Setup and management of security rules for folders, network user IDs, groups etc. Technologies include but not limited to QlikView QMC, Database Connector, Data File Connector, Web Connector, SalesForece.com connector, and SAP Connector.

**Project Manager**

Minimum Year Experience: 3
Minimum Education: Bachelors

Responsibilities: Manages the project processes. Secures acceptance and approval of deliverables. Responsible for communication, including status reporting, risk management, escalation of issues that cannot be resolved in the team, and, in general, making sure the project is delivered in budget, on schedule and within scope. Technologies include but not limited to MS Project and JIRA with Confluence.

Qlik Managed Service Provider

Minimum Year Experience: 2

Minimum Education: Bachelors

Responsibilities: Managing a highly available system on Qlik platform. Managing the components allowing data scripts, applications, and reports to publish on Qlik. Managing and maintaining Qlik service. Manage according to a Qlik playbook of operational best practices. Plan and schedule maintenance services and outages. Staff help desk for inbound request. Document and track systems in online help desk system. Report and review managed service performance.
<table>
<thead>
<tr>
<th>SIN(s) PROPOSED</th>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
<th>MINIMUM EDUCATION/ CERTIFICATION LEVEL</th>
<th>MINIMUM YEARS OF EXPERIENCE</th>
<th>GSA PRICE</th>
<th>QUANTITY/ VOLUME DISCOUNT</th>
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<tr>
<td>132 51</td>
<td>AWS Certified Developer - Associate</td>
<td>Bachelors</td>
<td>2</td>
<td>$170.42</td>
<td>None</td>
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<tr>
<td>132 51</td>
<td>AWS Certified Solution Architect - Associate</td>
<td>Bachelors</td>
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<td>132 51</td>
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<td>132 51</td>
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<td>132 51</td>
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<tr>
<td>132 51</td>
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<tr>
<td>132 51</td>
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<td>EXPERIENCE</td>
<td>RATE</td>
<td>FTE</td>
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</tbody>
</table>
**The phrase, “Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services” in the following paragraphs may need to be revised in order to be consistent with the Offeror’s proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.**

***NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately. Further, non-professional labor categories shall be offered under SIN 132 100 only.***

1. **SCOPE**
   
a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.

   b. 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.

   
a. Performance incentives may be agreed upon between the 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 the 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 (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.

4. PERFORMANCE OF SERVICES

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

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the 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 Contractor travel required in the performance of IT/IAM 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.

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**


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 (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/IAM Professional Services.

9. **INDEPENDENT CONTRACTOR**

All IT/IAM Professional 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.

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 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.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM 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.

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 made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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 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.

16. **DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services 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/IAM 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.

c. The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor’s Degree in Computer Science