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: General Purpose Commercial Information Technology Equipment, Software and Services
FSC Group: D302, D308
Contract Number: 47QTCA19D003P
Contract Period: December 20, 2018 to December 19, 2023

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

Contractor: Scandia Consulting, Inc. DBA Scandia
1300 Division Rd Ste 301
West Warwick, RI 02893
Phone number: (401) 374-8142
Fax number: (401) 381-0036
www.myscandia.com

Contractor’s Administration Source: Nik Wahlberg
nwahlberg@myscandia.com
Business Size: Small Business

About Scandia
Scandia is a web design and development company that excels in providing services that help our clients transform their website design objectives and goals into responsive websites that deliver results. We are more than just web designers. We offer a complete set of services that of course includes website design, but also includes web development, mobile app development, custom application development, systems integrations, marketing campaign design and measurement, and so much more.

We work with our clients so our web development strategies align with their specific objectives, key stakeholder needs and design preferences. With this approach, our projects meet and exceed all customer expectations.

Our vast experience will help your design project be a success no matter if you need a brand new website, you’re redesigning a website, or you are in need of web application development.
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>132 51</td>
<td>Information Technology Professional</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES:

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Service</th>
<th>1st Year Rates</th>
<th>2nd Year Rates</th>
<th>3rd Year Rates</th>
<th>4th Year Rates</th>
<th>5th Year Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>132 51</td>
<td>Project Manager</td>
<td>$125.44</td>
<td>$127.02</td>
<td>$130.20</td>
<td>$133.45</td>
<td>$136.79</td>
</tr>
<tr>
<td>132 51</td>
<td>.NET Developer</td>
<td>$125.44</td>
<td>$127.02</td>
<td>$130.20</td>
<td>$133.45</td>
<td>$136.79</td>
</tr>
<tr>
<td>132 51</td>
<td>UI/UX Specialist</td>
<td>$125.44</td>
<td>$127.02</td>
<td>$130.20</td>
<td>$133.45</td>
<td>$136.79</td>
</tr>
<tr>
<td>132 51</td>
<td>Umbraco Developer</td>
<td>$125.44</td>
<td>$127.02</td>
<td>$130.20</td>
<td>$133.45</td>
<td>$136.79</td>
</tr>
<tr>
<td>132 51</td>
<td>QA Analyst</td>
<td>$125.44</td>
<td>$127.02</td>
<td>$130.20</td>
<td>$133.45</td>
<td>$136.79</td>
</tr>
<tr>
<td>132 51</td>
<td>Business Analyst</td>
<td>$125.44</td>
<td>$127.02</td>
<td>$130.20</td>
<td>$133.45</td>
<td>$136.79</td>
</tr>
</tbody>
</table>

2. MAXIMUM ORDER*: $500,000

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. POINT(S) OF PRODUCTION:
   1300 Division Rd Ste 301
   West Warwick, RI 02893

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted
7. QUANTITY DISCOUNT(S):
   - $1,000,000 - $5,999,999: Additional 1% Discount
   - $6,000,000+: Additional 2% Discount

8. PROMPT PAYMENT TERMS: 1% Net 30 Days

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

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: Not Applicable

11a. TIME OF DELIVERY: Determined on task order level

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:
     1300 Division Rd Ste 301
     West Warwick, RI 02893

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

14. PAYMENT ADDRESS:
     1300 Division Rd Ste 301
     West Warwick, RI 02893

15. WARRANTY PROVISION: Not Applicable

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: N/A

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

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

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

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

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

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

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

24b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 078368336

26. Contractor has an active registration in the SAM database.
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 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.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)
   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 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.

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 Professional Services.

9. INDEPENDENT CONTRACTOR

All IT 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 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/IAMPROFESSIONAL SERVICES AND PRICING .

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

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
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Detailed Position Description and functional responsibilities</th>
<th>Min Years of Experience</th>
<th>Min Education Level</th>
<th>Any Applicable Training</th>
</tr>
</thead>
</table>
| Project Manager        | • Creates and maintains detailed project plans  
• Collaborates with VP Operations to staff projects  
• Coordinates project activities across the organization and assigns work  
• Works with clients' primary point of contact to resolve issues, communicate status, and clarify requirements  
• Tracks progress of projects and provides timely status to clients and Scandia management                                                                                                                                                                                                 | 2                       | Bachelor's Degree   | None                                     |
| .NET Developer         | • Develops web based software using computer programming languages including C# and MSSQL.  
• Performs unit testing and quality assurance to ensure an error free as well as the best possible final product to the user.  
• Creates and maintains ASP.NET based websites and their web applications as per the initial guidelines of the client.  
• Makes changes to existing web applications according to the feedback received from the end users or clients. In some cases, changes are also made to update the application’s compatibility with the latest operating systems.  
• Tests the applications and websites on different web browsers to ensure a standard user experience for the clients across all platforms.  
• Provides training materials for end user or client on the final product as well as provides technical support whenever required.  
• Designs back end database structures for the web applications and generates stored procedures that are complex in nature for the software’s maintenance purposes.  
• Researches information about latest technologies that aid in the development of core web applications and enhance their features in the long run.  
• Understands and uses source code control to facilitate collaboration with other developers and a robust source code environment and revision history.                                                                                                                                                         | 7                       | Bachelor's Degree   | Umbraco Certified Developer training OR Kentico Developer Training |
| UI/UX Specialist       | • Creates user interfaces that are simple to understand yet having a powerful impact on end users  
• Explores multiple different user experiences to identify and work around verbal and non-verbal stumbling blocks to find the "best" solution  
•Mocks-up wireframes to communicate elements to be included in the user interface to meet requirements                                                                                                                                                                                                                                                                      | 2                       | Bachelor's Degree   | None                                     |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Experience</th>
<th>Education</th>
<th>Certification</th>
</tr>
</thead>
</table>
| www.myscandia.com            | - Designs screens to visually communicate the path(s) users should follow using the elements included in the wireframes  
- Maintains consistency and behaviors throughout a website or application design  
- Produces beautiful designs that operate across devices and resolutions flawlessly and adhere to style-guide or brand language as defined by client                                                                                           |            |                    |                     |
| Umbraco Developer            | - Develops web based software and web sites using computer programming languages including C#, ASP.NET (MVC and Webforms) and MSSQL targeted for Umbraco CMS platform  
- Implements code in scripting languages including HTML, CSS, jQuery, JavaScript, AngularJS, Windows batch  
- Performs unit testing and quality assurance to ensure an error free as well as the best possible final product to the user.  
- Makes changes to existing web applications according to the feedback received from the end users or clients. In some cases, changes are also made to update the application’s compatibility with the latest operating systems.  
- Tests the applications and websites on different web browsers to ensure a standard user experience for the clients across all platforms.  
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- Researches information about latest technologies that aid in the development of core web applications and enhance their features in the long run.  
- Understands and uses source code control to facilitate collaboration with other developers and a robust source code environment and revision history.                                                                                                                                                                                                 | 7          | Bachelor's Degree  | Umbraco Certified Developer training |
| QA Analyst                  | - Responsible for supporting the planning, design, and execution of system testing on simple to complex implementations.  
- Works collaboratively with the developers and operations staff to execute and validate test cases based on requirements.  
- Designs and creates test cases and scenarios for application and Web site testing  
- Performs functional, regression, and performance types of testing                                                                                                                                                                                                                                                                                                           | 2          | Bachelor's Degree  | None                |
| Business Analyst | Uses bug tracking software to track and report problems  
|                  | Produces test reports to inform the project team of overall quality | 5  |
|                  | • Meets with clients' stakeholders to extract and clarify project requirements  
|                  | • Defines technical solutions to solve business problems  
|                  | • Creates mocks-up or wireframes to communicate elements to be included in the user interface to meet requirements  
|                  | • Organizes, documents, and verifies requirements for and with clients.  
|                  | • Performs internal quality assurance prior to user acceptance testing to validate requirements have been met by technical deliverable  
|                  | • Performs knowledge transfer and training with clients regarding project and content management system functionality | Bachelor's Degree | None |

Bachelor's Degree
None