GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS)

Federal Supply Group: Information Technology
Contract Number: 47QTCA19D0054
Contract Period: 1/30/2019 – 1/29/2024

Business Size: Small Business

Contractor:
Malbaie Solutions Inc.
23929 Burdette Forest Rd
Clarksburg, MD 20871
https://www.malbaie.com

Contract Administrator:
Point of Contact: Brice Rhee
E-mail: brice.rhee@malbaie.com
Phone: 240-274-8240

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 GSAAdvantage™, a menu-driven database system. The INTERNET address GSA Advantage! Is http://www.GSAAdvantage.gov.
Customer Information

1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices. See Page 11.

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. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Approved GSA Pricing.

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. See Approved GSA Pricing.

2. Maximum order: $500,000

3. Minimum order: $100

4. Geographic coverage: The Geographic Scope of Contract will be domestic only.

5. Point of production: Same as company address

6. Discount from list prices or statement of net price: Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity discounts: None

8. Prompt payment terms: 0% - net 30 days from receipt of invoice or date of acceptance, whichever is later.

9a. The Government Purchase Card will be accepted for payment on orders below the micro-purchase threshold.

9b. The Government Purchase Card will not be accepted for payment on orders above the micro-purchase threshold.

10. Foreign items: All items are Trade Agreements Act complaint.

11a. Time of delivery: As specified on agency task order and mutually agreed.

11b. Expedited Delivery: The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. As negotiated on the task order level.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may
contact the Contractor for rates for overnight and 2-day delivery. **As negotiated on the task order level.**

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. **As negotiated on the task order level.**

12. F.O.B. point: **Destination**

13a. Ordering address: **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) 8.405-3.

14. Payment address: **Same as company address**

15. Warranty provision: **Standard Commercial Warranty**

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: **Not applicable**

19. Terms and conditions of installation are: **Not applicable**

20. Terms and conditions of repair parts: **Not applicable**

20a. Terms and conditions for any other services: **See critical information section for SIN specific warranty information.**

21. List of service and distribution points: **Same as company address**

22. List of participating dealers: **Not applicable**

23. Preventive maintenance: **Not applicable**

24a. Special attributes such as environmental attributes: **Not applicable**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Number System (DUNS) number: **079347943**

26. Notification regarding registration in SAM.gov database: **75BE0**
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Multiple Award 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 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 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 orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL I (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. **RESPONSIBILITIES OF THE 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 (Dec2007) 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 PROFESSIONAL SERVICES AND PRICING
   Please see GSA price list for labor category descriptions and rates.
1. **Analyst**

**Responsibility:** Under guidance of a Program and/or Project Manager, supports a team with functional or technical capabilities including research and analysis support, gathers business and technical requirements, and summarizes data results. Basic understanding of business systems and industry requirements. Assists in the development of business processes, data modeling, and implementation of solutions.

**Education:** Holds a four-year degree from an accredited college / university in Business, Management Information Systems, Information Technology or Related Discipline.

**Experience:** Minimum 2 years of work experience

2. **Senior Analyst**

**Functional Responsibility:** Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Design, develops or modifies moderately to complex enterprise-wide information systems and solutions. Recommends and implements strategic information technology processes to enable customers to improve performance and sustainability. Identify information technology inadequacies and/or deficiencies that affect the functional area’s ability to support/meet organizational goals. Generate functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization.

**Education:** Holds a four-year degree from an accredited college / university in Business, Management Information Systems, Information Technology or Related Discipline.

**Experience:** Minimum 6 years of work experience

3. **Business Intelligence Designer**

**Functional Responsibility:** Develops smart, compelling dashboards and reports to track KPI’s, identify trends and monitor the business. Dives into complex data sets to analyze trends, identify opportunities and quantify the potential value of new initiatives. Recommends and implements processes to streamline and continuously improve our current reporting/analytics to raise awareness and drive corrective actions. Effectively communicates analysis findings to non-technical stakeholders and senior leadership.

**Education:** Holds a four-year degree from an accredited college / university in Business, Management Information Systems, Information Technology or Related Discipline.

**Experience:** Minimum 3 years of work experience
4. **Subject Matter Expert**

**Functional Responsibility:** Provides independent analysis and recommendations to executive-level leadership on functional and technical matters affecting programmatic or technical solutions within their areas of expertise.

**Education:** Holds a four-year degree from an accredited college / university in Business or Related Discipline.

**Experience:** Minimum 5 years of work experience

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5. **Senior Subject Matter Expert**

**Functional Responsibility:** An expert in the subject matter that is the foundation of the programmatic or technical solution being implemented. Provides independent analysis and recommendations to executive-level leadership on functional and technical matters affecting programmatic or technical solutions within their areas of expertise.

**Education:** Holds a four-year degree from an accredited college / university in Business, Management Information Systems, Information Technology or Related Discipline.

**Experience:** Minimum 7 years of work experience.

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6. **Senior Project Manager**

**Functional Responsibility:** Consults with the Client’s Procurement Officer of the Contracting Officer’s Technical Representative (COTR) directly and consults users to minimize costs and maximize efficiency in achieving the stated requirements. Performs day-to-day management of assigned delivery order. Administers and reports status of project costs, scope, schedule, resources, and issues. Organizes, directs, and coordinates planning and production of all contract support activities. A Senior Project Manager will manage complex projects at the enterprise level. Must be a specialized expert in the industry encompassing unique technical knowledge and subject matter expertise. Understand the full array of life cycle and project management methodologies. Responsible for staffing, training, and oversight as well as project planning and project financials.

**Education:** Holds a four-year degree from an accredited college / university in Business, Management Information Systems, Information Technology or Related Discipline.

**Experience:** Minimum 8 years of work experience
Malbaie Solutions Inc reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.

**Awarded Pricing**

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