Corporate Overview

Headquartered in College Park, Maryland, Ivantis Group Inc. is a small disadvantaged business with deep expertise in Healthcare Information Systems. We have been providing focused health solutions to federal agencies and prime contractors since 2014. Our core services include Software Selection, Enterprise Systems Integration, and Managed Support Services. Our solutions, backed by Agile methodologies and sound management practices, guarantee the highest quality services and products for our clients.

Applicable Special Item Numbers, FSC Classes, and FPDS Codes

**SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Automated News Services, Data Services, or Other Information Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**SIN 132-56 – HEALTH INFORMATION TECHNOLOGY SERVICES**

- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D310 Programming Services
- FPDS Code D311 IT Backup and Security Services
- FPDS Code D313 IT Data Conversion Services
- FPDS Code D317 Automated News Services, Data Services, or Other Information Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

*Note 1:* All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is **not** to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**Business Name:** Ivantis Group, Inc.  
9658 Baltimore Avenue, Suite 300  
College Park, MD 20740  
Phone: (301) 298-5190  
Fax: (301) 298-5191  
www.ivantis.com  
Email: priscilla.pereyra@ivantis.com

**Business Size:** Small, Disadvantaged, 8(a) Business

**Contract Number:** 47QTCA19D007G

**Period Covered by Contract:** March 11, 2019 through March 10, 2024

General Services Administration  
Federal Supply Service  
Pricelist current through Modification #PA-0004, dated September 18, 2019.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service’s Home Page via the Internet at [http://www.fss.gsa.gov/](http://www.fss.gsa.gov/)
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INFORMATION FOR ORDERING OFFICES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:
[X] The GeographicScope of Contract will be domestic and overseas delivery.
[ ] The Geographic Scope of Contract will be overseas delivery only.
[ ] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

*Ivantis Group, Inc.*
9658 Baltimore Avenue, Suite 300
College Park, MD 20740
Phone: (301) 298-5190
Fax: (301) 298-5191

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.
3. **LIABILITY FOR INJURY OR DAMAGE**
   The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. **STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279**
   Block 9: G. Order/Modification under Federal Schedule
   Block 16: Data Universal Numbering System (DUNS) Number: 801482931
   Block 30: Type of Contractor: Small Disadvantaged Business
   Block 31: Woman-Owned Small Business: No
   Block 36: Contractor's Taxpayer Identification Number (TIN): 26-0241019

4a. CAGE Code: **4UDB5**
   4b. Contractor has registered with the Central Contractor Registration Database.

5. **FOB DESTINATION**

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

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

7. **DISCOUNTS**
   **Prices shown are NET Prices; Basic Discounts have been deducted.**
   a. **Prompt Payment:** None; Net 30 days from receipt of invoice or date of acceptance, whichever is later.
   b. **Quantity:** None
   c. **Dollar Volume:** None
   d. **Government Educational Institutions:** Government Educational Institutions are offered the same discounts as all other Government customers.

8. **TRADE AGREEMENTS ACT OF 1979, AS AMENDED**
All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**
Not Applicable

10. **SMALL REQUIREMENTS**
The minimum dollar value of orders to be issued is $100.00

11. **MAXIMUM ORDER** (All dollar amounts are exclusive of any discount for prompt payment.)
   a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
      
      Special Item Number 132-51 - Information Technology Professional Services
      Special Item Number 132-56 - Health IT Professional Services

12. **USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.** In accordance with FAR 8.404:
Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government’s needs.

   a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

   b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the supply or service representing the best value, the ordering office may consider--

      (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
      (2) Trade-in considerations;
      (3) Probable life of the item selected as compared with that of a comparable item;
      (4) Warranty considerations;
      (5) Maintenance availability;
      (6) Past performance; and Environmental and energy efficiency considerations.
Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors’

(1) Catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
(2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
(2) Offer the lowest price available under the contract; or
(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency’s needs.
13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**
Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)**
Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 **FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs)**
Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. **CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

(a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
(c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

(h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

(i) **Government-Furnished Property:** As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.

(j) **Availability of Funds:** Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. **CONTRACT ADMINISTRATION FOR ORDERING OFFICES**

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government’s convenience, and (m) Termination for Cause (See C.1.)

16. **GSA Advantage!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:
a. Manufacturer;
b. Manufacturer's Part Number; and
c. Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Internet Explorer). The Internet address is http://www.fss.gsa.gov/.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if:

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

   (1) Time of delivery/installation quotations for individual orders;

   (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

   (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia,
except as indicated below:

Any overseas services offered will be negotiated at the Task Order level.

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)
The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS
Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74; Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION
The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE
I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes ___X____

No __________
The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL):

www.ivantis.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.
Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order—

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

(b) The following statement:

This order is placed under written authorization from _______ dated _______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government’s interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors’ proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item’s interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27. ADVANCE PAYMENTS
A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

### 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 a greed 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(c)(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.

LABOR CATEGORY DESCRIPTIONS

SIN 132-51 INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

<table>
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<th>Application Architect (Senior)</th>
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**Duties:** Manages major projects that involve providing professional support services and/or the integration, implementation and transition of large, complex systems. Provides design and development of e-government solutions, and is responsible for technical design and implementation of the architecture. Designs, develops and maintains infrastructure and backend applications. Provides expertise on defining the role of broadband and wireless applications. Provides definition of current State architecture blueprints. Provides expertise with web servers, gateways, and application servers and content management systems. Provides experience in web application technologies and middleware solutions. Researches new technologies and products for their applicability to business processes. Must be able to compare various solutions and determine the most suitable. Ensures that development efforts are well planned and in agreement with standards.

**Education:** Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Mathematics or other related scientific or technical discipline. Master’s degree preferred.
**General Experience:** At least 10 years of experience planning, designing, building, and implementing IT application systems. Must have led or been chief architect in a major IT applications implementation effort. Must have a strong background in software engineering principles and techniques.

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### Applications Programmer

**Duties:** Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience:** Must have five (5) years of computer experience in information systems design.

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### Azure Cloud Engineer

**Duties:** Collaborate closely with internal project teams to include cloud architects, cloud environment build, and information assurance, as well as with customers to develop the best approaches for re-factoring, migrating, and maintaining applications in a cost-effective, repeatable, secure, scalable, and maintainable way. Be devoted to knowing the latest trends in the Cloud space and solutions, Demonstrated usage of Agile and DevOps processes and activities on project execution.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. Azure Solutions Architect, Azure Developer Certification(s) preferred.

**General Experience:** Minimum of 5 years relevant experience. Experience in Java and web technologies. Experience with system migrations. Advanced understanding of infrastructure technologies – Server (Linux), data store (MySQL), network, storage, security, and management technologies. Experience in Team collaboration tools (e.g. Jira, Confluence etc.). Experience in source code management tools & artifact management (e.g. Git / BitBucket etc.). 3+ years of technical experience with Cloud Technologies including Azure, and hybrid Cloud architectures. 3+ years of architecture, design, implementation, and/or support of application re-factoring/re-hosting and migration.

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### Cloud Enterprise Architect

**Duties:** Support data center closures and migrations by providing a variety of migration options to customers including re-platforming, re-factoring and re-engineering into both client- and vendor-managed operations services. Contribute to system design, capacity planning, and implementation activities across development, staging and production environments and work closely with engineering and program managers to ensure proper and timely migration, redeployment and optimization of customer’s solution. The architect will be involved in all stages of system development efforts, including requirements definition, design, implementation, testing, and support. Comfortable communicating with executive
management presenting architecture design, demonstrating reference implementations, and providing system recommendations based on the findings of the implementation. Must be well versed in DevOps using industry standards and open source resources.

**Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**General Experience:**
- Agile: 3 years (Preferred)
- DevOps: 3 years (Required)
- Data Center Migrations: 5 years (Required)
- Cloud Computing: 5 years (Required)
- Azure Architect (Preferred)
- AWS Solution Architect (Required)

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### Cloud Solution Architect

**Duties:** Responsible for designing the multi-forest migration environment, related toolsets and strategy, facilitating outside parties, such as Microsoft’s FastTrack migration team as well as the IT staff from other agencies. Serves as the technical lead and subject matter expert for implementation and adoption of Cloud technologies and Office 365 integration. Responsible for working to clear any technical roadblocks and solve complex problems that arise during the course of the adoption of the Office 365 platform. Detailed Responsibilities Include: Design and lead the implementation of technologies such as: Active Directory Federation Services (ADFS), Microsoft Identity manager, GCC tenant and AD P1, Azure AD Connect, Exchange Hybrid Servers. Author and implement custom scripting to make adjustments to user data or system configurations. Handle technical related escalations from other project staff. Rationalize and respond to issues identified by FastTrack. In-depth knowledge of Enterprise O365, Azure, AWS, Windows 2008/2012 Server, Microsoft Exchange 2007/2013/2016, LDAP, High Availability and Active Directory.

**Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. Project Management Professional (PMP) Certification desired.

**General Experience:** Requires ten (10) years of progressive experience in participating in related projects. Strong technical experience with Identity management is a must. Experience configuring Microsoft Azure ExpressRoute for O365 and mail routing. Experience integrating Skype for Business Online in Enterprise environment. Experience in integration and migration of Active Directory and MS Exchange Email into cloud environment. Strong PowerShell scripting skill is a must. Thorough understanding of virtualization technologies (VMware, Hyper-V, Hypervisor, etc.). Deep understanding of cloud architecture to include: Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS) and Software-as-Service (SaaS).

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### Computer Programmer I

**Duties:** Must be capable of translating detail program flowcharts into program-coded instructions used by third- and fourth-generation, or current state-of-the-art computers.
**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience**: Must have three (3) years of computer programming experience.

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**Computer Programmer II**

**Duties**: Must be capable of utilizing third- and fourth-generation or current state-of-the-art IT equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, and strategic problems. Must be able to design detailed programs, flowcharts, and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Must be able to verify the accuracy and completeness of programs and systems by preparing sample representative data and perform testing by means of cycle and system processing.

**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience**: Must have eight (5) years of programming experience in software development or maintenance.

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**Computer Programmer III**

**Duties**: Must be capable of utilizing third- and fourth-generation or current state-of-the-art IT equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, and strategic problems. Must be able to design detailed programs, flowcharts, and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Must be able to verify the accuracy and completeness of programs and systems by preparing sample representative data and perform testing by means of cycle and system processing.

**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or five (5) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience**: Must have eight (8) years of programming experience in software development or maintenance.

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**Computer Programmer IV**

**Duties**: Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Must be knowledgeable in performing requirements analysis for a wide range of users in areas such as office automation, and finance and accounting. Must be able to
present system designs for user approval at formal reviews. Must be capable of performing configuration management, software integration, interpreting software test results, and recommending solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred.

**General Experience**: Must have eight (10) years of progressive working experience as a computer specialist or a computer systems analyst.

### Computer Systems Analyst I

**Duties**: Develops requirements for information systems from a project’s inception to conclusion. Develops required specifications for simple to moderately complex systems. Assists senior computer systems analyst in preparing input and test data for the proposed system.

**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience**: Must have three (3) years of computer experience in assignments of a technical nature working under close supervision and direction.

### Computer Systems Analyst II

**Duties**: Establishes detailed schedules for utilization of all equipment in the computer operations center to obtain maximum usage. Consults with personnel in other data processing sections to coordinate activities, and prepare activity and progress reports regarding the computer operations center. Evaluates production, equipment and personnel costs. Analyzes and interprets technical data processing data. Communicates technical data processing information effectively both orally and in writing. Applies applicable rules, regulations, policies and procedures of the computer operations center.

**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience**: This position requires a minimum of five (5) years of experience.

### Computer Systems Analyst III

**Duties**: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules. Must be able to coordinate with the Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on
the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience:** Must have eight (8) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis.

| System Support Specialist |

**Duties:** Must be able to determine costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency. Must be able to develop, manage, maintain, and evaluate state-of-the-art computer hardware, software, and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems; determine potential and actual bottlenecks; propose recommendations for their elimination; and make recommendations for systems improvements that will result in optimal hardware and software usage.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** Must have five (5) years of computer experience in at least two (2) of the following disciplines: systems analysis, systems programming, application programming, or equipment analysis.

| Computer Specialist (Senior) |

**Duties:** Must be able to determine costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and to recommend better utilization of operating systems capabilities for improving system efficiency. Develops, manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools; evaluates their ability to support specific requirements and interface with other equipment and systems; determines potential and actual bottlenecks and proposes recommendations for their elimination; and makes recommendations for system improvements that will result in optimal hardware and software use.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience:** Must have eight (8) years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

| Data Analyst |
**Duties:** A Data Analyst collects and analyses data to identify trends and provide clients or management with valuable information that they can use to improve marketing, operational and businesses practices. Their main duties include identifying, gathering, analysing data and making their insights accessible to the company through easy-to-understand graphs, charts, tables and reports.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Data Science or Data Analytics or other related scientific or technical discipline. A Master's Degree is preferred.

**General Experience:** Must have three (3) years of data analysis experience.

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### Database Management Specialist (Junior)

**Duties:** Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures that data integrity, security, and recoverability are built into the DBMS applications.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** Must have three (3) years of experience in DBMS systems analysis and programming.

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### Database Management Specialist (Senior)

**Duties:** Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures that data integrity, security, and recoverability are built into the DBMS applications.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** Must have six (6) years of experience in DBMS systems analysis and programming.

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### Database Manager

**Duties:** Must be capable of managing the development of database projects. Must be able to plan and budget staff and data resources. Supports application developers in planning preparation, load analysis, and backup and recovery of data. When necessary, reallocates resources to maximize benefits. Must be
able to prepare and deliver presentations on DBMS concepts. Provides daily supervision and direction to support staff. Monitors performance and evaluates areas to improve efficiency.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience:** Must have seven (7) years of experience in the development and maintenance of database systems.

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**Disaster Recovery Analyst**

**Duties:** Responsible for designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for insuring the business resumption plan adequately addresses the organization's requirements and established time frames.

**Education:** Bachelors of Science Degree or its equivalent or 8 years’ experience.

**General Experience:** 4-6 years of experience in similar field or in a related area providing security and integrity of assigned electronic data, data systems, and data networks.

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**Disaster Recovery Analyst (Senior)**

**Duties:** Manages daily activities for ensuring the security and integrity of company data, databases, information systems, and technology. Manages disaster recovery and resumption plans. Guides the implementation of data models, database designs, data access and table maintenance codes. Implements policies for resolving database performance, capacity and replication issues. Familiar with concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

**Education:** Bachelors of Science Degree or its equivalent or 10 years’ experience.

**General Experience:** 6-8 years’ experience in similar field or in a related area.

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**Enterprise Architect**

**Duties:** Create and maintain application architecture strategy, policies, guiding principles and standards. Create architecture models that support client’s strategies and goals while reducing risk. Create and implement a technical vision supported by a multi-year plan/roadmap. Evaluate and recommend optimal solutions within technology architecture. Identify ways to reduce IT costs and increase operational capability and efficiency. Identify ways to increase team’s knowledge and skills to support future growth. Provide architecture and systems processing guidance to development teams. Lead workshops, decision meetings, collaborative sessions, and executive briefings for broad range of Enterprise Architecture and IT enabling topics. Stay current on emerging technologies and their practical application to current and emerging business needs.
**Education:** Bachelors of Science Degree or its equivalent or 10 years’ experience.

**General Experience:**
5+ years of IT experience in an enterprise environment defining solutions using EA best practices.
5+ years of experience developing systems in a large multi-tier distributed architecture.
5+ years of experience with developing business, systems, and data architecture models.
5+ years of experience with software engineering with development skills in the J2EE, XML &/or SOA.
3+ years of experience with public, private, &/or hybrid Cloud services.
EA Framework experience (Zachman, DODAF, TOGAF) and certification

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**Enterprise Data Architect**

**Duties:** Interface across several channels, acting as a visionary, to assist, proactively in developing project direction. Extract and translate business strategy into architectural requirements. Demonstrate strong personal and organizational leadership skills. Collaboratively produce quality solutions to organizational needs. Participate and facilitate decision making and anticipate organizational needs. Collaboratively participate in large scale multi-disciplined projects. Design and implement business architecture, processes and strategies. Act as subject matter expert and mentors less experienced architects. Visionary in anticipating future IT direction and able to communicate that vision to IT and business partners.

**Education:** Bachelors of Science Degree or its equivalent or 10 years’ experience.

**General Experience:**
Minimum of 10 years related work experience in data architecture
Hands-on experience with Service Oriented Architecture (SOA), APIs and Microservices
Strong understanding of Cloud Native development, Cloud Infrastructure, Open Source Frameworks, one or more Cloud Environments (AWS, Azure, or other)
Applied knowledge of frameworks including but not limited to TOGAF, ITIL and COBIT
Proven track record of establishing Artificial Intelligence, Machine Learning, Advanced Analytics, Data Governance, Data Storage and Archival Strategies and executable roadmaps
Implementation experience with DevOps and Agile methodologies
Strong understanding of Architecture design patterns

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**Help Desk Manager**

**Duties:** Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other network services. Manages personnel who serve as the first point of contact for troubleshooting hardware and software PC and printer problems.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience:** This position requires a minimum of seven (7) years of experience in the management of a Help Desk. General experience includes information systems development, network and other work in the client/server field, or related fields.
### Help Desk Specialist (Junior)

**Duties:** Provides telephone and in-person support to users in the areas of directories, standard Windows desktop applications, and applications developed under this Contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** This position requires a minimum of five (5) years of experience in business IT environments with emphasis on PC hardware and applications. General experience includes information systems development, work in the client/server field, or related fields.

### Help Desk Specialist (Senior)

**Duties:** Provides telephone and in-person support to users in the areas of directories, standard Windows desktop applications, and applications developed under this Contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** This position requires a minimum of seven (7) years of experience in a business IT environment with emphasis on PC computer hardware and applications. General experience includes, but is not limited to: information systems development, work in the client/server field, or related fields.

### Information Security Engineer

**Duties:** Analyzes and defines security requirements for information protection. Defines and develops security policies. Analyzes the sensitivity of information, performs vulnerability and risk assessments on the basis of defined sensitivity and information flow.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred.

**General Experience:** This position requires a minimum of eight (8) years of experience in information protection.

### Network Administrator

**Duties:** Performs a variety of network management functions related to the operation, performance or availability of data communications networks. Experience with cable/LAN meters, protocol analyzers, SNMF® and RMON based software products. Knowledge of Ethernet, FDDI and high speed WANs and routers. Analyze client LANs/WANs, isolate source of problems, and recommend reconfiguration and
implementation of new network hardware to increase performance. Advanced knowledge of network operating systems. Modifies command language programs, network start up files, assigns/reassigns network device logicals, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network granting access to required network files and programs. Manages network Email functions. Establishes mailboxes and monitors mail performance on the network. Troubleshoots network/user problems, presents resolutions for implementation. Prepares a variety of network resource reports.

**Education and other Requirements:** An Associate's degree from an accredited college or university in Computer Science, Information Systems, Engineering or a related field, or two (2) years of college or university study in Computer Science, Information Systems, Engineering or a related field. If applicable, should be certified as a network administrator for a specific network operating system as defined in the State task request. Certification criteria is determined by the network operating system vendor. Two (2) additional years of specialized experience may be substituted for the required education.

**General Experience:** Two (2) years of experience in a computer-related field.

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**Network Engineer (Junior)**

**Duties:** Perform similar duties as directed or instructed by the senior network engineer. Conduct studies pertaining to network configuration and monitor traffic patterns such as protocols and peak usage. Stays current with technological changes.

**Education:** A Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline.

**General Experience:** Five (5) years of experience in a computer-related field.

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**Network Engineer (Senior)**

**Duties:** Responsible for the design and implementation of large data communications or telecommunications networks. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, and gateways) Conducts short and long-term plan to meet communications requirements. Responsible for the design and implementation of LANs/WANs using hub switching and router technology. Performs hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares tradeoff studies and evaluations for vendor equipment. Generates network monitoring/performance report, for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance.

**Education:** A Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. If applicable, shall be certified as network engineer for the specific network operating system as defined in the State task request. The certification criteria are determined by the network operating system vendor.

**General Experience:** Nine (9) years of experience in a computer-related field.
**Office 365 Consultant**

**Duties:** Involved with creating the back end architecture to maximize the experience for users moving to Office 365.

Task will include:
1. Design and lead the implementation of technologies to include:
   a. Active Directory Federation Services (ADFS)
   b. Azure AD Connect
   c. Microsoft Identity Manager
   d. Exchange 2013 Hybrid Servers
   e. Skype for Business Online in Enterprise environment
2. Author and implement custom scripting to edit user data or system configurations
3. Lead discussions with other agency representatives to describe the impact of the migration on their various environments

**Education:** Preference for a Bachelor’s or Master’s Degree in Computer Science, Information Systems, or other related field or equivalent work experience.

**General Experience:** At least seven (7) years of IT and business/industry work experience.

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**Office Automation Specialist**

**Duties:** Specialized data entry work, operating specialized data entry equipment in a high production and closely monitored work environment. Responsible for key entering data from a variety of source documents with specific standards maintained for speed and accuracy.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** This position requires a minimum of five (5) years of experience data entry work and equipment.

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**Program Manager**

**Duties:** The Program Manager is required to have at least 8 years of Program Management experience and/or IT and telecommunications system management experience within the scope of the contract. Must be able to exercise independent judgement and solve technical, administrative, and managerial problems. Has ultimate responsibility for planning and coordinating staff, and managing costs, quality, and schedule. Manages teams of contract support personnel at multiple locations, and maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Education:** Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master’s degree and/or project management certification is preferred.
General Experience: At least 8 years of experience in program or project management.

Project Manager

Duties: The Project Manager is required to have at least 5 years of Project Manager experience and/or IT and telecommunications system management experience within the scope of the contract. Must be able to exercise independent judgment and solve technical, administrative, and managerial problems. Has responsibility for planning and coordinating staff, and managing costs, quality, and schedule. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems, development, Systems Maintenance, and production activities and for necessary support resources. Oversees all aspects of projects including day-to-day management of overall contract support operations.

Education: Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master’s degree or project management certification is preferred.

General Experience: At least five (5) years of experience in project management.

Quality Assurance Consultant (Senior)

Duties: Provides quality management for information systems using the standard methodologies, techniques, and metrics for assuring product quality and key activities in quality management. Establish capable processes, monitoring and control of critical processes and product mechanisms for feedback of performance, implementation of an effective root cause analysis and corrective action system, and continuous process improvement. Provides strategic quality plans in targeted areas of the organization. Provides QA strategies to ensure continuous production of products consistent with established industry standards, government regulations and customer requirements. Develops and implements life cycle and QA methodologies and educates, and implements QA metrics.

Education: Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems or other related discipline. A Master’s degree preferred.

General Experience: At least eight (8) years information systems quality assurance experience.

Quality Assurance Manager

Duties: Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred.

General Experience: Must have six (6) years of experience in quality assurance and quality control.
Quality Assurance Specialist

**Duties:** Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Participates in formal and informal reviews at predetermined points throughout the development life cycle to determine quality. Examines and evaluates the software quality assurance (SQA) process and recommends enhancements and modifications. Develops quality standards.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

**General Experience:** Must have five (5) years of experience working with quality control methods and tools.

SharePoint Administrator

**Duties:** Perform administrative support and management of SharePoint sites including internal collaboration and publishing sites, the government agency Intranet sites, related collaborative/social technologies and interfaces to external applications. The Administrator will work with all agency site owners to develop and support site design, governance, and advanced functionality. As the SharePoint Administrator, s/he will be responsible for providing technical support for the SharePoint environment. S/he will be responsible for understanding business and customer requirements that drive the analysis and design of technical solutions. S/he will resolve customer complaints and respond to suggestions for improvement and enhancement. Duties include: Migrations of SharePoint sites and collections to the O365 SharePoint Online Environment; Design, configure, manage, and maintain comprehensive site collection, site, and list level usage reports and usability analysis; Identify and report governance violations for Enterprise SharePoint using DLP and IRM configurations for O365 SharePoint and on premise environments; Update Documentation, Check the validity and accuracy of any documentation that is used by the end users, site owners and Administrators; Allocate additional Storage Quota to the site collections as they reach the maximum storage limit set by default Configure and administer SharePoint and automate tasks.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** Must have two (2) years of computer experience in at least two of the following disciplines: systems analysis, systems programming, application programming, and equipment analysis.

SharePoint Developer (Senior)

**Duties:** Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process. Experience configuring sites and sub-sites, creating and modifying SharePoint site collections with multiple sites, unique navigational elements, custom content types and site columns, site pages, lists, web part pages, and custom workflows. Utilize SharePoint and Microsoft tools that are integrated with SharePoint Online development platform, such as InfoPath, Visual Studio and SharePoint Designer to
develop custom SharePoint applications. Ability to analyze office requirements/operations, review existing SharePoint system, define solutions, and translate that into designs and programming work on SharePoint. Additional responsibilities include:

Implementation and management of SharePoint site collections; Gather requirements from business including content inventory, business process flows and other details affecting the management and organization of their information; Develop and maintain custom site designs with SharePoint Designer and InfoPath; Create and maintain site collection libraries, lists, custom forms, web parts, and develop custom workflows; Create and maintain lists, document libraries, and custom content types; Manage permissions, enterprise content, security, and governance; Demonstrate technology to business units and update and direct users to training material and SharePoint resources.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or five (5) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience:** A minimum of five (5) years relevant experience in the computing systems environment with demonstrated ability to manage diverse technologies.

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**Systems Administrator**

**Duties:** Monitor and coordinate all data system operations, including security procedures, and liaison with end users. Ensure that necessary system backups are performed and storage and rotation of backups is accomplished. Monitor and maintain records of system performance and capacity to arrange vendor services or other actions for reconfiguration and anticipate requirements for system expansion. Assist managers to monitor and comply with State data security requirements. Coordinate software development, user training, network management and minor installation and repair of equipment.

**Education:** An Associate’s degree from an accredited college or university in Computer Science, Information Systems, Business or other related technical discipline. A Bachelor’s Degree in one of the above disciplines equals one-year specialized and two (2) years general experience. An additional year of specialized experience may be substituted for the required education.

**General Experience:** Two (2) years of experience in a computer-related field.

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**Subject Matter Expert**

**Duties:** Defines the problems and analyzes and develops course materials and conducts training in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications including, but not limited to: information technology, health care, education, public safety, social services, human resources, transportation, and environment.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred.

**General Experience:** Must have seven (10) years of experience in the IT field.

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**Technical Writer I**
**Duties:** Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. For applications built to run in a Windows environment, uses the standard help compiler to prepare all on-line documentation. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

**Education:** Associate’s Degree in related field. A Bachelor’s degree is preferred.

**General Experience:** A minimum of three (3) years of experience in this area.

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**SIN 132-51 - INFORMATION TECHNOLOGY(IT) SCHEDULE PRICELIST**

<table>
<thead>
<tr>
<th>LABOR CATEGORY TITLE</th>
<th>HOURLY CUSTOMER SITE RATE</th>
<th>HOURLY CUSTOMER SITE RATE</th>
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<tbody>
<tr>
<td></td>
<td>(excluding IFF)</td>
<td>(including IFF)</td>
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<tr>
<td>Application Architect (Senior)</td>
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<tr>
<td>Applications Programmer</td>
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<tr>
<td>Azure Cloud Engineer</td>
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<tr>
<td>Cloud Enterprise Architect</td>
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<td>Cloud Solution Architect</td>
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<td>Computer Programmer IV **</td>
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<td>System Support Specialist **</td>
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<td>Database Management Specialist (Junior)</td>
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<td>Database Manager</td>
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<td>Enterprise Architect</td>
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<td>Enterprise Data Architect</td>
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<td>Help Desk Manager</td>
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<td>Network Administrator</td>
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<tr>
<td>Network Engineer (Junior)</td>
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** SERVICE CONTRACT ACT (SCA) MATRIX

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<tr>
<th>Job Title</th>
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<tbody>
<tr>
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<td>Office 365 Consultant</td>
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<td>Office Automation Specialist</td>
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<td>Program Manager</td>
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<tr>
<td>Project Manager</td>
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</tr>
<tr>
<td>Quality Assurance Consultant (Senior)</td>
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</tr>
<tr>
<td>Quality Assurance Manager</td>
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<tr>
<td>Quality Assurance Specialist</td>
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</tr>
<tr>
<td>SharePoint Administrator</td>
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<tr>
<td>SharePoint Developer (Senior)</td>
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</tr>
<tr>
<td>Systems Administrator</td>
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<tr>
<td>Technical Instructor/Course Developer **</td>
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<tr>
<td>Technical Writer I **</td>
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</tr>
</tbody>
</table>

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

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

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

3. PERFORMANCE OF SERVICES
a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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 Health IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. All travel will be agreed upon with the client prior to the Contractor’s travel.

4. INSPECTION OF SERVICES


5. RESPONSIBILITIES OF THE CONTRACTOR

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

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

7. INDEPENDENT CONTRACTOR

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

8. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to
individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

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

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

11. INCIDENTAL SUPPORT COSTS
Incidental support costs are not considered part of the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

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

13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING

SIN 132-56 - HEALTH INFORMATION TECHNOLOGY (IT) SERVICES

<table>
<thead>
<tr>
<th>Health IT Architect</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duties:</strong> Responsible for the development, communication and implementation of healthcare technology architecture and applications plan, including the components required to support it and in the integration of corporate and business architecture and applications. Assesses and interprets customer needs and requirements and be involved in solving complex problems and/or conduct complex analysis. The Health IT Architect will maintain knowledge of current domains and strategic roadmaps. Identify/quantify scope and impact of business changes on systems. Incorporate software and system architecture into conceptual designs. Leads modeling efforts, i.e., data modeling, process modeling, hardware modeling, and performance modeling. Leads oversight of conceptual designs to ensure alignment with enterprise architecture governance, i.e., principles, policies, standards, and future-state reference architectures.</td>
</tr>
<tr>
<td><strong>Education:</strong> Bachelor’s or Master’s Degree in Computer Science, Healthcare Information Systems, Engineering, Business, or other related scientific or technical discipline.</td>
</tr>
<tr>
<td><strong>General Experience:</strong> At least 7 years of experience planning, designing, building, and implementing Health IT application systems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health IT System Analyst</th>
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</thead>
<tbody>
<tr>
<td><strong>Duties:</strong> Responsible for planning and analyzing a variety of Health IT applications. Analysts take part in the technical and procedure design stages, create detailed documentation for future reference, perform root cause analysis, and implement fixes after extensive testing phase. They work with colleagues and external partners on various healthcare integration projects by applying expertise to drive positive client</td>
</tr>
</tbody>
</table>
results. Leads and participates in healthcare integration projects, work flow changes, process changes, end user development and project implementation associated with optimization initiatives. Experience with healthcare systems implementation or healthcare application support and/or working knowledge of eHealth concepts. Expertise in use of digital and information technology within health care settings (payer & provider and the intersection of health care and technology (basic clinical workflows). Understanding of healthcare technology concepts: health care data interface design for HL7, health data standards (e.g., ICD9/10, SNOMED), health information exchanges, and user interface/experience of healthcare systems.

**Education:** Bachelor’s or Master’s Degree in Computer Science, Healthcare Information Systems, Engineering, Business, or other related scientific or technical discipline.

**General Experience:** Must have five (5) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis.

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**Health IT Solutions Specialist**

Duties: Serves as product experts to provide applications and technical support for all Healthcare applications. Provide successful implementation and training of hardware and software systems installed. Responsible for making recommendations regarding healthcare process flows and their impact on system design, configuration and implementation. This position will require the ability to interface with customer staff (end-users), technical and project management personnel, and other technology representatives. This applications and technical expertise is used to support growth through delivering exceptional technical support, ensure a high degree of customer satisfaction and act as the primary contact for system applications, technical support, troubleshooting and software issues.

**Education:** Bachelor’s or Master’s Degree in Computer Science, Healthcare Information Systems, Engineering, Business, or other related scientific or technical discipline.

**General Experience:** Must have three (3) years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

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**Health IT Data Analyst**

**Duties:** The Data Analyst creates and maintains the Big Data assets of the company, which integrates disparate health care data sources into a high performance, cloud based data warehouse that enables high-level analytics. Experience working on analytics for the following data domains - Clinical, Financial, Labor, Supply chain, Payer/Claims, Population Health, Revenue Cycle, Business Development, Patient Registration and Scheduling, other systems like Lab, Pharmacy, Radiology etc. Good at logical and analytical thinking with strong problem solving skills. Strong collaboration and communication skills, the role will have interaction with external customers as well as internal developers and project managers.

**Education:** Bachelor’s or Master’s Degree in Computer Science, Healthcare Information Systems, Engineering, Business, or other related scientific or technical discipline.

**General Experience:** Must have six (6) years of experience in DBMS systems analysis and programming.
Health IT Quality Assurance (QA) Analyst

**Duties:** Responsible for interfacing directly with business, compliance, analytics and IT stakeholders and creating and executing test plans. The analyst will have experience in manual and automation testing and participate in sprint and project planning and execute on project commitments. Analyze and strengthen testing automation strategy for the department to automate testing, recommend and build processes using automation tools. Develop test strategies using various testing methodologies and tools including manual testing. Experience testing middleware, mobile, and web applications in Healthcare domain.

**Education:** Bachelor’s or Master’s Degree in Computer Science, Healthcare Information Systems, Engineering, Business, or other related scientific or technical discipline.

**General Experience:** Must have five (5) years of experience working with quality control methods and tools.

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Healthcare Subject Matter Expert

**Duties:** Serves as a subject matter technical expert in areas relevant to the clinical/health technology project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, earned value, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/ICASE tool assessments, technology assessments, market surveys, and training. Interfaces with management personnel. Reports orally and in writing to internal management and customer representatives.

**Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**General Experience:** Requires ten (10) years of progressive experience in participating in related projects.

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**SIN 132-56 – HEALTH INFORMATION TECHNOLOGY (IT) SCHEDULE PRICELIST**

<table>
<thead>
<tr>
<th>LABOR CATEGORY TITLE</th>
<th>HOURLY CUSTOMER SITE RATE (excluding IFF)</th>
<th>HOURLY CUSTOMER SITE RATE (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health IT Architect</td>
<td>160.05</td>
<td>161.26</td>
</tr>
<tr>
<td>Health IT System Analyst</td>
<td>106.70</td>
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<td>Health IT Solutions Specialist</td>
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<td>Health IT Data Analyst</td>
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<td>Health IT Quality Assurance (QA) Analyst</td>
<td>106.70</td>
<td>107.51</td>
</tr>
<tr>
<td>Healthcare Subject Matter Expert</td>
<td>169.75</td>
<td>171.03</td>
</tr>
</tbody>
</table>
PREAMBLE

Ivantis Group, Inc., provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.

- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

- To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small businesses to supply products and services to our company.

- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

- We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact: Priscilla Pereyra, Phone: (301) 298-5190, Fax: (301) 298-5191, E-mail: priscilla.pereyra@ivantis.com
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)
In the spirit of the Federal Acquisition Streamlining Act (Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) ____________________.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

__________________________________________  ________________
Agency  Date  Contractor  Date
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) ______________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
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</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>_________________________</td>
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<tr>
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</tbody>
</table>

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be ________________.

(4) This BPA does not obligate any funds.

(5) This BPA expires on ________________ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

   (a) Name of Contractor;
   (b) Contract Number;
   (c) BPA Number;
   (d) Model Number or National Stock Number (NSN);
   (e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.
Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works: The customer identifies their requirements.

- Federal Supply Schedule Contractors may individually meet the customer’s needs, or
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection