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

GSA MULTIPLE AWARD SCHEDULE (MAS 99)

FSC Group: Information Technology

FSC Classes:

- FSC/PSC Class D301 IT and Telecom - Facility Operation and Maintenance
- FSC/PSC Class D306 IT and Telecom - Systems Analysis Services
- FSC/PSC Class D308 IT and Telecom - Programming Services
- FSC/PSC Class D311 IT and Telecom - Data Conversion Services
- FSC/PSC Class D302 IT and Telecom - Systems Development Services
- FSC/PSC Class D307 IT and Telecom – IT Strategy and Architecture
- FSC/PSC Class D310 IT and Telecom – Cyber security and Data Backup
- FSC/PSC Class D316 IT and Telecom - Telecommunications Network Management

CONTRACT NUMBER 47QTCA19D007P

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Information Planning Associates, Inc.

1100 N. GLEBE ROAD, SUITE 620
ARLINGTON, VA 22201
OFFICE: (703) 465-7955  FAX: (703) 288-4868
WEB SITE: www.ipainc.com

CONTRACT PERIOD: 14 March 2019 through 13 March 2024
Price List Valid Through Modification # PO-0009 dated August 12, 2020

CONTRACT ADMINISTRATION SOURCE: Thomas Garver, tgarver@ipainc.com

BUSINESS SIZE: Woman-Owned Small Business

Effective 12 August 2020
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CUSTOMER INFORMATION .................................................................3
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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>Special Item Number (SIN) Including STLOC SIN</th>
<th>SIN Description</th>
<th>Pages for Labor Category Descriptions</th>
<th>Pages for NET GSA Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
<td>Pages 5-9</td>
<td>Page 9</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
<td>Please visit <a href="https://www.gsa.gov/olm">https://www.gsa.gov/olm</a> for more information on Order Level Materials (OLMs)</td>
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</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

SIN 54151S/STLOC: Junior Programmer Analyst (Year 1) $ 49.75

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See pages 5-9.

2. Maximum Order: $500,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic Only

5. Point of production: US

6. Discount from list prices or statement of net price: Prices Shown Herein are Net (discount deducted).

7. Quantity discounts: None.

8. Prompt payment terms: Net 30 Days - Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Government purchase cards are accepted at or below the micro-purchase threshold.
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign items: None

11a. Time of Delivery: Services to begin within 7 days ARO

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements: Please note the Urgent Requirements clause of this contract and contact Contractor.

12. F.O.B Point: Destination

13a. Ordering Address: 1100 N. GLEBE ROAD, SUITE 620 ARLINGTON, VA 22201

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

14. Payment address: 1100 N. GLEBE ROAD, SUITE 620 ARLINGTON, VA 22201

15. Warranty Provisions: N/A

16. Export Packing Charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Government purchase cards are not accepted above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A
22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

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

25. Data Universal Number System (DUNS) number: 072656762

26. Information Planning Associates is registered in the System for Award Management (SAM) database.

LABOR CATEGORY DESCRIPTIONS

Due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will be provided to the Federal Agency when responding to their IT requirements and it is solely the acquiring agency’s determination, if the substitution is considered acceptable prior to an award.

Education Substitutions Methodology:

- Associate’s Degree + 2 years additional experience equal a Bachelor’s Degree
- High School Diploma + 4 years additional experience equal a Bachelor’s Degree
- High School Diploma + 2 years additional experience equal an Associate’s Degree

Job Title Senior Consultant

General Experience: Ten (10) years

Functional Responsibility: Acts as a lead in defining and executing planning activities within a project. These activities may consist of requirements analysis systems design, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering management plan. Competence in government financial planning and budgeting techniques, concepts and methods, and/or requirements analysis and systems architecture. Professional experience that applies to automated financial planning systems preferred.

Minimum Education: Bachelor’s Degree

Job Title Senior Systems Engineer

General Experience: Ten (10) years

Functional Responsibility: Acts as a lead in defining and executing systems engineering
activities within a project. These activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering management plan. Competence in systems engineering techniques, concepts and methods. Technical and professional experience that applies to systems engineering techniques for complex systems preferred.

Minimum Education: Bachelor’s Degree

Job Title: Senior Software Engineer

General Experience: Eight (8) years

Functional Responsibility: Works independently, with management review of end results. Has prime accountability for the design, development, maintenance and operating efficiency of a major software system. Competence in a variety of current computer languages and skilled at supervising a programming team. Software design and development experience which applies to complex software systems preferred.

Minimum Education: Bachelor's Degree

Job Title: Software Engineer

General Experience: Three (3) years

Functional Responsibility: Under general supervision, analyzes information, designs, debugs, tests, and documents software. Competence in a variety of current computer languages. Software design and development experience that applies to complex software systems preferred.

Minimum Education: Bachelor’s Degree

Job Title: Senior Systems Analyst

General Experience: Five (5) years

Functional Responsibility: Acts as a lead in performing systems analysis of computer or communications/networks systems. Oversees the overall installation of computer operating systems, network, and application software. Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist other systems analysts and program managers. Competence in systems analysis techniques, concepts and methods. Technical experience that applies to systems analysis techniques for complex computer systems preferred.

Minimum Education: Bachelor's Degree

Job Title: Senior Programmer Analyst

General Experience: Five (5) years

Functional Responsibility: Works independently, with management review of end results. Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as database management systems, etc. Competence in a variety of current computer languages and skilled at supervising a programming team. Programming experience which applies to complex software systems preferred.

Minimum Education: Bachelor's Degree
Job Title:  Programmer Analyst

General Experience: Two (2) years

Functional Responsibility: Works under supervision to support activities of a Senior Programmer Analyst. Supports the maintenance and operating efficiency of a major subsystem, such as database management systems, etc. Competence in a variety of current computer languages. Programming experience which applies to complex software systems preferred.

Minimum Education: Bachelor's Degree

Job Title:  Junior Programmer Analyst

General Experience: One (1) year

Functional Responsibility: Works under supervision to support the activities of a Programmer Analyst. Assists in the support of the maintenance and operating efficiency of a major system, such as database management system, etc. Knowledge of a variety of current computer languages. Programming experience preferred.

Minimum Education: Bachelor's Degree

Job Title:  Database Administrator

General Experience: Two (2) years

Functional Responsibility: Supervises and manages the daily activities of configuration and operation of database systems on various platforms. Performs database and operating system performance monitoring and applies necessary tuning and/or contention resolution to the database instances. Installs new versions of the software, its tools, and any other tools that access the database as required. Plans and implements backup and recovery strategies for the database. Provides technical support to the application development teams and clients. Troubleshoots problems regarding the database, associated applications and any development tools. Experience in maintaining large databases and study in technical courses preferred.

Minimum Education: Associate’s Degree

Job Title:  Business Systems Analyst

General Experience: Five (5) years

Functional Responsibility: Uses competence in government financial planning and budgeting techniques, concepts and methods to support client needs. Determines operational objectives by studying business functions, gathering user requirements and evaluating output requirements and formats. Improves systems by studying current practices and by designing modifications. Recommends controls by identifying problems and writing improved procedures. Monitors project progress and tracking activity, resolving problems, publishing progress reports, and recommending actions. Business and technical experience with an emphasis in financial management preferred.

Minimum Education: Bachelor’s Degree
**Job Title:** Database Planner/Designer  
**General Experience:** Five (5) years  
**Functional Responsibility:** Works independently, with management review of end results. Has prime accountability for the design, development, maintenance and operating efficiency of a major database system. In-depth knowledge of computer programming and data manipulation techniques and familiarity with a variety of database systems such as Oracle and Sequence Server. Database design and development experience that applies to complex software systems preferred.  
**Minimum Education:** Bachelor’s Degree

**Job Title:** IT Consultant – Senior I  
**General Experience:** Seven (7) years  
**Functional Responsibility:** Performs IT Consulting tasks, which may include software development, systems engineering, database planning and design, database engineering, database administration, systems analysis and design, network services, programming, conversion and implementation support, network engineering, requirements management, configuration management, applications testing, services project management, data/records management, and other services relevant to IT Consulting.  
**Minimum Education:** Bachelor’s Degree

**Job Title:** IT Consultant – Senior II  
**General Experience:** Ten (10) years  
**Functional Responsibility:** Performs IT Consulting tasks, which may include software development, systems engineering, database planning and design, database engineering, database administration, systems analysis and design, network services, programming, conversion and implementation support, network engineering, requirements management, configuration management, applications testing, services project management, data/records management, and other services relevant to IT Consulting.  
**Minimum Education:** Bachelor’s Degree

**Job Title:** IT Consultant – Senior III  
**General Experience:** Twelve (12) years  
**Functional Responsibility:** Performs IT Consulting tasks, which may include software development, systems engineering, database planning and design, database engineering, database administration, systems analysis and design, network services, programming, conversion and implementation support, network engineering, requirements management, configuration management, applications testing, services project management, data/records management, and other services relevant to IT Consulting.  
**Minimum Education:** Bachelor’s Degree

**Job Title:** IT Consultant – Senior IV
General Experience: Fifteen (15) years

Functional Responsibility: Performs IT Consulting tasks, which may include software development, systems engineering, database planning and design, database engineering, database administration, systems analysis and design, network services, programming, conversion and implementation support, network engineering, requirements management, configuration management, applications testing, services project management, data/records management, and other services relevant to IT Consulting.

Minimum Education: Bachelor’s Degree

Job Title: IT Consultant – Senior V

General Experience: Eighteen (18) years

Functional Responsibility: Performs IT Consulting tasks, which may include software development, systems engineering, database planning and design, database engineering, database administration, systems analysis and design, network services, programming, conversion and implementation support, network engineering, requirements management, configuration management, applications testing, services project management, data/records management, and other services relevant to IT Consulting.

Minimum Education: Bachelor’s Degree

GSA APPROVED LABOR RATES
SIN 54151S/STLOC

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>3/14/20</td>
<td>3/14/21</td>
<td>3/14/22</td>
<td>3/14/23</td>
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