GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

SCHEDULE TITLE:  MAS-Multiple Award Schedule
                   Information Technology-IT Solutions

Grover Consulting Services
8006 Hedgewood Ct., Fairfax Station, VA  22039
Stephen@grovercsllc.com

CONTRACT NUMBER:  47QTCA19D00BJ
                   MAS-Multiple Award Schedule
                   Information Technology-IT Solutions

PERIOD COVERED BY CONTRACT:
   May 9, 2019 through May 8, 2024

BUSINESS SIZE:
   Veteran Owned Small Business

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 GSA Advantage!® is: GSAAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
1a. AUTHORIZED SPECIAL ITEM NUMBERS (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>541370GEO</td>
<td>Earth Observation Solutions (EOS)</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Model Number and Price for each SIN: See page 8

1c. SERVICES OFFERED: Earth Observation Solutions (EOS)

2. MAXIMUM ORDER PER SIN:

<table>
<thead>
<tr>
<th>SIN</th>
<th>MAXIMUM ORDER</th>
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<tr>
<td>541370GEO</td>
<td>$1,000,000 per SIN/Order</td>
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</table>

3. MINIMUM ORDER LIMITATION: $100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA): Domestic delivery

5. POINT OF PRODUCTION: US

6. BASIC DISCOUNT: 1%

7. QUANTITY DISCOUNT: None

8. PROMPT PAYMENT TERMS: Net 30

9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.

9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: TBD at TOL

11b. EXPEDITED DELIVERY: Contact Contractor

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

11d. URGENT REQUIREMENTS: Contact Contractor

12. F.O.B. POINT: Destination

13a. ORDERING ADDRESS: Grover Consulting Services, LLC dba GCS
     8006 Hedgewood Ct.
     Fairfax Station, VA 22039-3152
13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS: Same as Ordering Address

15. WARRANTY PROVISION: Not Applicable

16. EXPORT PACKING CHARGES: Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Will be accepted above the micro-purchase threshold

18. TERMS AND CONDITIONS OF RENTAL: Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION: Not Applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS: Not Applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: Not Applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS: Not Applicable

22. LIST OF PARTICIPATING DEALERS: Not Applicable

23. PREVENTIVE MAINTENANCE: Not Applicable

24a. SPECIAL ATTRIBUTES: Not Applicable

24b. SECTION 508 COMPLIANCE INFORMATION: Not Applicable

25. DATA UNIVERAL NUMBER SYSTEM (DUNS) NUMBER: 079113384

26. CONTRACTOR HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE.
1. SCOPE
   a. The terms and conditions stated under Special Item Numbers 132-41 Earth Observation Solutions apply exclusively to this SIN within the Information Technology Schedule.
   b. This SIN is a solutions SIN, which involves services and products to include but not limited to imagery, subscriptions, software, platform and data as a service, and end-to-end data analytics. This SIN provides ordering activities with access to a wide range of Earth Observation Solutions.
   c. Earth Observation Solutions provided shall comply with all certifications and industry standards as specified by ordering activity.
   d. 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. INFORMATION ASSURANCE/SECURITY REQUIREMENTS
   a. The contractor shall meet information assurance and security requirements in accordance with the ordering activity requirements specified in the order and/or Blanket Purchase Agreement. The ordering activity is responsible for ensuring to the maximum extent practicable that each requirement issued is in compliance with the Federal Information Security Management Act (FISMA) as applicable.
   b. The ordering activity shall assign an impact level (per Federal Information Processing Standards Publication 199 & 200 (FIPS 199, “Standards for Security Categorization of Federal Information and Information Systems”) (FIPS 200, “Minimum Security Requirements for Federal Information and Information Systems”) prior to issuing the initial statement of work. Evaluations shall consider the extent to which each proposed service accommodates the necessary security controls based upon the assigned impact level. The Contractor awarded the SIN shall be capable of meeting at least the minimum-security requirements assigned against a low-impact information system.
   c. The ordering activity reserves the right to independently evaluate, audit, and verify the FISMA compliance for any proposed or awarded services. All FISMA certification, accreditation, and evaluation activities are the responsibility of the ordering activity.
   d. Ordering activities are responsible for determining any additional information assurance and security related requirements based on the nature of the application and relevant mandates. This may include incorporation of the appropriate security forms (e.g., a DD-254) for any special clearance requirements and indoctrinations, such as Sensitive Compartmented Information (SCI). This may also include DOD Directives cited in specific orders and Blanket Purchase Agreements.

3. STANDARDS COMPLIANCE
   a. Vendor suitability for offering solutions through the Earth Observation Solutions SIN must be in accordance with the laws and standards when cited applicable to specific
orders and Blanket Purchase Agreements. Offerings shall comply with cited Department of Defense (DoD) standards, Intelligence Community (IC) standards, Open Geospatial Consortium (OGC) standards (http://www.opengeospatial.org/standards), and other standards such as https://nationalmap.gov/standards stated as applicable in specific orders and Blanket Purchase Agreements.

4. ORDER

a. Ordering activities/agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements, individual purchase orders, delivery 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 delivery or task orders are subject to the terms and conditions of the contract. In the event of conflict between an order and the contract, the contract will take precedence.

5. 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 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 Earth Observation Solutions 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.

6. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any product that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming item at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the product, unless the change is due to the defect in the product. For inspection and acceptance, the latest versions in the contract apply of 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS and 552.212-4 - CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS.
7. COMMERCIAL SUPPLIER AGREEMENTS

Commercial Supplier Agreements to include Enterprise User License Agreements or Terms of Service (TOS) agreements. The Contractor shall provide all Commercial Supplier Agreements to include Enterprise User License Agreements or Terms of Service (TOS) agreements in an editable Microsoft Office (Word) format for review prior to award.

8. WARRANTY

a. Unless specified otherwise in this contract, the Contractor’s standard commercial guarantee/warranty as stated in the contract’s commercial pricelist will apply to this contract.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract. If no implied warranties are given, an express warranty of at least 60 days must be given in accordance with FAR 12.404(b)(2).

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

9. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number for the purpose of providing user assistance and guidance in the implementation of any software provided. The technical support number is available from N/A

10. 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 (MAY 2014) Rights in Data – General, may apply.

The Contractor shall comply with contract clause (52.204-21) to the Federal Acquisition Regulation (FAR) for the basic safeguarding of contractor information systems that process, store, or transmit Federal data received by the contract in performance of the contract. This includes contract documents and all information generated in the performance of the contract.

11. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

12. All work performed under the Earth Observation Solutions SIN shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

13. 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.

14. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices. 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.

15. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request or as required. The contractor is required to provide personnel meeting the qualifications specified under any labor categories quoted on a Time & Materials order or that form the Firm Fixed Price.

16. 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.

17. DESCRIPTION OF SERVICES AND PRICING

a. The Contractor shall provide a description of offerings under Earth Observation Solutions SIN in the same manner as the Contractor sells to its commercial and ordering activity customers. The contractor shall provide a description and any applicable licensing should be included. If the contractor is proposing hourly rates (for hours that are not already rolled into a subscription), then a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
b. Pricing shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented if applicable. Contractors shall only use personnel who meet the requirements or any equivalent combination of education and experience cited by the vendor:

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor’s Degree in Computer Science

c. Group 70 Information Technology Schedule is not to be used as a means to procure services which fall under the Brooks Act. The services offered under this SIN shall NOT include construction, alteration of real property or Architect-Engineering (A-E) services as set forth in FAR Part 36. 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 that are allowable on Schedule 70.

### Labor Position Descriptions

1. **Chief Scientist / Program Manager**

**Minimum Year Experience:** 15 years

**Minimum Education:** Requires a bachelor’s degree in a related field and 15 or more years of professional experience in business, information technology, engineering, science, or a related field and may require an advance degree.

**Responsibilities:**

Performs the functions of a technical expert in the relevant scientific field in the support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis and developing plans and requirements in the subject-matter area for complex systems. Coordinates and manages the preparation of analyses, evaluations, and recommendations for proper implementation of programs and systems.

Directs programs to meet customer mission requirements. Provides overall management of budget and ensures projects and programs are executed within contract parameters. Serves as the customer’s primary
point of contact. Maintains full authority and responsibility for contract and financial management, resource commitment, staffing, and client satisfaction. Ensures correct resources and technical approaches are applied. Oversees the QA program established for the contract. Ensures effective communication between and among the contract management team and the customer. Proactively identifies and resolves issues and problems.

2. Subject Matter Expert

Minimum Year Experience: 12 years

Minimum Education: Requires a bachelor’s degree in a related field and 12 or more years of professional experience in business, information technology, engineering, science, or a related field and may require an advance degree.

Responsibilities:

Provides extremely high-level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require extensive knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required.

3. Scientist / Systems Engineer

Minimum Year Experience: 10 years

Minimum Education: Requires a bachelor’s degree in a related field and 10 or more years of professional experience in business, information technology, engineering, science, or a related field and may require an advance degree.

Responsibilities:

Develops expert and innovative use of scientific research concepts, principles, and practices and contributes to advanced methods and techniques on Technical Area Tasks. Has expertise an outstanding knowledge and competence in one or more specific technical focus areas. Can develop software in support of requested efforts.

Oversees plans for systems from project inception to conclusion. Analyzes user needs to determine requirements and conducts feasibility studies. Identifies resources required for each task. May supervise a large support staff and/or serve as liaison to client staff. Provides strategic guidance to other technical staff in areas such as specifications, architectures, and information system design. Researches developments in field of expertise and applies them to the client environment, including emerging technologies, lessons learned,
best practices, and assessment methodologies. Interfaces with client personnel at all organizational levels. Develops white papers and system documentation. Converts functional specifications to technical specifications. Works independently without direct supervision.

4. Research Scientist / Engineer

Minimum Year Experience: 8 years

Minimum Education: Requires a bachelor’s degree in a related field and 8 or more years of professional experience in business, information technology, engineering, science, or a related field and may require an advance degree.

Responsibilities:

Provides research engineering, technical, and managerial direction for problem definition, analysis, requirement development and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on research development, improvements, optimization, or support efforts. Performs risk assessments and innovative use of new research concepts or improved techniques and procedures.

Provides technical support for network design, implementation, and operations tasks, including adherence to the design concept, and to user standards and progress in accordance with schedules. Prepares milestone status reports and deliveries/presentations on progress to colleagues, subordinates, and end-user representatives. Provides technical analysis engineering for information systems development and testing. Assists with requirements definitions, technical guidance and direction, system testing, and appraising and presenting solutions.

5. Senior Project Manager

Minimum Year Experience: 15

Minimum Education: Requires a bachelor’s degree in a related field and 12 or more years of professional experience in business, information technology, engineering, science, or a related field and may require an advance degree.

Responsibilities:

Planning is an essential project manager duty. Determining what needs to be done, who is going to do it, and when it needs to be done are all part of the planning process. Some key planning duties include; Define and clarify project scope, Develop the project plan, Develop the project schedule, Develop policies and procedures to support the achievement of the project objectives. Organizing project team's structure. Some of the key organizing duties include; Define the organizational structure of the project team Identify roles and positions, Identify services to be provided by internal and external resources; Staff project positions. Carrying out the project plan in order to achieve the project objectives. Leading the by
communicating clearly, team motivation, and conflict resolution. Some key duties for leading projects include;
Setting team direction, Coordinating activities across different organizational functions, Motivating team
members, Assigning work. Project controlling duties include; Defining project baselines
Tracking project progress, Project status reporting, Determining and taking corrective actions.

6. System Integration / Test Engineer

Minimum Year Experience: 10 years

Minimum Education: Requires a bachelor’s degree in a related field and 10 or more years of professional
experience in business, information technology, engineering, science, or a related field and may require an
advance degree.

Responsibilities:

System Integration / Test Engineer Functional Responsibilities: Plans, implements, tests, documents, and
maintains solutions for the integration and testing of in-house developed and COTS/GOTS components,
elements, subsystems and/or systems. Synthesizes customer contractual needs and requirements into system
test solutions that acknowledge technical, schedule and cost constraints. Establishes functional and technical
specifications and standards, solves hardware/software interface problems, defines input/output parameters,
and ensures integration of the entire system or subsystem. Reviews, evaluates and derives requirements for
testability, develops and directs preparation and execution of comprehensive test plans, procedures and
schedules for complete systems and/or subsystems. Coordinates subsystem and/or system testing activities
with programs and other organizations. Performs analysis of test results and prepares comprehensive
subsystem and/or system level evaluation reports which verify and validate system performance. Writes
discrepancy reports and performs integration regression testing to verify/validate incorporated fixes to
software, components, subsystems and systems.
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