SCHEDULE TITLE: Federal Supply Schedule 70 – General Purpose Commercial Information Technology Equipment, Software and Services

CONTRACT NUMBER: 47QTCA19D00DE

CONTRACT PERIOD: June 12, 2019 through June 11, 2024

POINT OF CONTACT:
Shawn Kumar
Email: shawnk@jeanmartin.com
Tel: 2124856494

BUSINESS TYPE: Corporation

CONTRACT INFORMATION:

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

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

2. MAXIMUM ORDER*: The maximum order is $500,000 for SIN 132-51.

*If the best value selection places your order over the Maximum Order identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: $100
4. GEOGRAPHIC COVERAGE: Contractor will provide domestic and overseas delivery. Domestic delivery is in accordance to the Solicitation, 552.238-79, Scope of Contract. The offer did specify that prices offered include FOB Destination for 48 contiguous states and Washington, DC. The delivery time is 30 days ARO or as negotiated at the task order level. Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. territories.

5. POINT(S) OF PRODUCTION: N/A – Services Only

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA net prices

7. QUANTITY/VOLUME DISCOUNT: 1% on orders $100,000 to $250,000

8. PROMPT PAYMENT TERMS: NET 30 Days

9. Government Purchase Cards are accepted at or below the micro-purchase threshold.

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: 30 days ARO or as negotiated at the task order level

11b. EXPEDITED DELIVERY: Negotiated at Task Order Level

11c. OVERNIGHT AND 2-DAY DELIVERY: Negotiated at Task Order Level

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

Note: All travel required in the performance of this contract and orders placed hereunder
must comply with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), 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. The contractor shall not add the Industrial Funding Fee onto travel costs.

13a. ORDERING ADDRESS: Same as Contractor’s address.

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

14. PAYMENT ADDRESS: Same as Contractor’s address.

15. WARRANTY PROVISION: Standard Commercial Warranty. Customers should contact the contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: Not applicable.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Accepted at or below the micro-purchase level.

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

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

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

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

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

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

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

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

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

25. DUNS NUMBER: 83-450-1038

26. Contractor is registered and valid in SAM
## CONTENTS

- TERMS AND CONDITIONS FOR SIN 132-51 PROFESSIONAL SERVICES ................................................................. 6
- SCOPE .................................................................................................................................................................. 6
- PERFORMANCE INCENTIVES .............................................................................................................................. 6
- ORDER ................................................................................................................................................................. 6
- STOP-WORK ORDER (FAR 52.242-15) (AUG 1989) ........................................................................................ 7
- INSPECTION OF SERVICES ............................................................................................................................... 7
- RESPONSIBILITIES OF THE CONTRACTOR ........................................................................................................... 8
- INDEPENDENT CONTRACTOR ............................................................................................................................ 8
- INVOICES ............................................................................................................................................................ 8
- PAYMENTS .......................................................................................................................................................... 8
- RESUMES ............................................................................................................................................................ 9
- INCIDENTAL SUPPORT COSTS ............................................................................................................................ 9
- APPROVAL OF SUBCONTRACTS ........................................................................................................................ 9
- DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING ................................................................. 9
- IT Labor Category Descriptions FOR SIN 132-51 PROFESSIONAL SERVICES ............................................. 10
- Labor Category Descriptions ............................................................................................................................ 7
- Analyst ................................................................................................................................................................. 10
- Architect ............................................................................................................................................................... 10
- Technical Specialist ............................................................................................................................................ 8
- Subject Matter Expert ......................................................................................................................................... 11
- Developer / Programmer ..................................................................................................................................... 11
- Middleware Operations Support Analyst .......................................................................................................... 11
- Program / Project Management .......................................................................................................................... 12
- Quality Assurance .............................................................................................................................................. 12
TERMS AND CONDITIONS FOR SIN 132-51 PROFESSIONAL SERVICES

SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

PERFORMANCE INCENTIVES

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 in accordance with this clause.
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.

ORDER

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

4. PERFORMANCE OF SERVICES
a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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.

INSPECTION OF SERVICES

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 Services.

INDEPENDENT CONTRACTOR

All 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.

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.

INVOICES

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

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
(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.

**RESUMES**

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

**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.

**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.

**DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT 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.
IT LABOR CATEGORY DESCRIPTIONS FOR SIN 132-51 PROFESSIONAL SERVICES

ANALYST

Minimum/General Experience and Years of Experience: 3

Educational Responsibility: Bachelor’s degree in business administration or related degree for entry-level positions

Functional Responsibility:
Developing technical solutions to business problems, or to advance a company’s sales efforts, begins with defining, analyzing and documenting requirements. Managing requirements at the project level can help fulfill business needs. Business analysts typically take the lead role in assisting with the business case.

ARCHITECT

Minimum/General Experience and Years of Experience: 5

Educational Responsibility: IT architecture require at least a bachelor's degree in information technology, computer science or a related field

Functional Responsibility:
The primary duties of an IT architect are to design and maintain computer networks. IT architects may act as managers and are responsible for scheduling technician assignments and assessing budgetary needs, which may include estimating upgrade costs or switching Internet services.

BUSINESS CONTINUITY

Minimum/General Experience and Years of Experience: 4

Educational Responsibility: A Bachelor’s degree in computer science or a related field. In some cases, a master's degree is required for higher-level positions.

Functional Responsibility:
Establishes system development and integration methodologies and standards. Develops user requirements and ensures that business solutions are consistent with customer’s strategic goals. Applies business process improvement practices to reengineer business processes, principles and methodologies. Establishes and maintains security, integrity, and business continuity controls and documentation.
**DATABASE ADMINISTRATOR**

*Minimum/General Experience and Years of Experience:* 4

*Educational Responsibility:* A Bachelor’s degree in computer science or a related field. In some cases, a master’s degree is required for higher-level positions.

*Functional Responsibility:*
Projects long-range requirements for client/server database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the client/server database management section.

**DEVELOPER / PROGRAMMER**

*Minimum/General Experience and Years of Experience:* 4

*Educational Responsibility:* A Bachelor’s degree in computer science or a related field. In some cases, a master’s degree is required for higher-level positions.

*Functional Responsibility:*
Software developers are the creative minds behind computer programs. Some develop the applications that allow people to do specific tasks on a computer or another device. Others develop the underlying systems that run the devices or that control networks.

**MIDDLEWARE OPERATIONS SUPPORT ANALYST**

*Minimum/General Experience and Years of Experience:* 4

*Educational Responsibility:* A Bachelor’s degree in computer science or a related field. In some cases, a master’s degree is required for higher-level positions.

*Functional Responsibility:*
Responsibility of a Middleware Operations Support Analyst is to expanded services with issues on servers, troubleshoot various issues related to middleware technologies, external authentication Support. Also, IT operations implementing and supporting applications and middleware solutions in a data center environment

**SUBJECT MATTER EXPERT**

*Minimum/General Experience and Years of Experience:* 4

*Educational Responsibility:* A Bachelor’s degree in computer science or a related field. In some cases, a master’s degree is required for higher-level positions.
**Functional Responsibility:**
The Subject Matter Expert (SME) is responsible for defining the business processes, the business policies and the application requirements. He leads the business rules acquisition activities as a domain expert and uses the Rules Management Application as reviewer.

---

**PROGRAM / PROJECT MANAGEMENT**

**Minimum/General Experience and Years of Experience:** 5

**Educational Responsibility:** Minimum of bachelor's degree in management, business, or related field; many obtain master's degree or post-bachelor's certificate and professional credentials

**Functional Responsibility:**
A project manager is a person who has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. The project manager should make sure they control risk and minimise uncertainty.

---

**QUALITY ASSURANCE**

**Minimum/General Experience and Years of Experience:** 2

**Educational Responsibility:** A Bachelor's degree in computer science or a related field. In some cases, a master's degree is required for higher-level positions.

**Functional Responsibility:**
The Quality Assurance (QA) role is the role responsible for guaranteeing a level of quality for the end client, and to help the software development team to identify problems early in the process. It is not surprising that people in this role are often known as "testers". Of course, the role is more than just testing.

---

**SERVER SUPPORT AND DEVELOPMENT**

**Minimum/General Experience and Years of Experience:** 4

**Educational Responsibility:** A Bachelor's degree in computer science or a related field. In some cases, a master's degree is required for higher-level positions.

**Functional Responsibility:**
Server administrators maintain the computer networking system in an office environment by tracking server activity, performing upgrades of software, maintaining computer hardware, addressing questions about technical problems, and improving efficiency by evaluating system network functions.
SYSTEM ANALYST

Minimum/General Experience and Years of Experience: 4

Educational Responsibility: A Bachelor's degree in computer science or a related field. In some cases, a master's degree is required for higher-level positions.

Functional Responsibility:
Defines application problem by conferring with clients; evaluating procedures and processes. Develops solution by preparing and evaluating alternative workflow solutions. Controls solution by establishing specifications; coordinating production with programmers.

INFORMATION SYSTEM SECURITY EXPERT

Minimum/General Experience and Years of Experience: 5

Educational Responsibility: A Bachelor's degree in computer science or a related field. In some cases, a master's degree is required for higher-level positions.

Functional Responsibility:
Participates in risk assessment during the Certification and Accreditation process. Designs, develops, implements, and integrates information assurance architecture, system, or system component for use within data center, network, and enclave environments. Participates in information systems risk assessments and designs security countermeasures to mitigate identified risks. As necessary, designs and develops IA or IA enabled products, interface specifications, and approaches to secure the environment. Assesses threats to the environment and provides input on the adequacy of security designs and architectures. Reports to senior IA architect, IA manager, or DAA for most operations with separate reporting to other senior management for network operational requirements, as necessary. Utilizes experience and judgment to plan and accomplish goals.

SYSTEM ADMINISTRATOR

Minimum/General Experience and Years of Experience: 4

Educational Responsibility: A Bachelor's degree in computer science or a related field. In some cases, a master's degree is required for higher-level positions.

Functional Responsibility:
Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.
CLOUD ENGINEER

**Minimum/General Experience and Years of Experience:** 4

**Educational Responsibility:** A Bachelor’s degree in computer science or a related field. In some cases, a master’s degree is required for higher-level positions.

**Functional Responsibility:**
Deploying and configuring services using infrastructure as a service providers (e.g., Amazon Web Services, Microsoft Azure, Google Compute Engine, RackSpace/OpenStack). Configuring and managing Linux-based servers to serve a dynamic website. Debugging cluster-based computing architectures, using scripting or basic programming skills to solve problems, Installation and management of open source monitoring tools, Configuration management tools (e.g., Puppet, Chef, Ansible, Salt), Architecture for continuous integration and deployment, and continuous monitoring, Containerization technologies (e.g., LXC, Docker, Rocket)

WEB APPLICATION DESIGN AND DEVELOPMENT

**Minimum/General Experience and Years of Experience:** 4

**Educational Responsibility:** A Bachelor’s degree in computer science or a related field. In some cases, a master’s degree is required for higher-level positions.

**Functional Responsibility:**
Responsibility is writing well designed, testable, efficient code by using best software development practices. Creating website layout/user interfaces by using standard HTML/CSS practices. Integrating data from various back-end services and databases

LABOR PRICING FOR SIN 132-51 PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>Labour Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyst</td>
<td>$81.54</td>
</tr>
<tr>
<td>Architect</td>
<td>$111.83</td>
</tr>
<tr>
<td>Business Continuity</td>
<td>$81.54</td>
</tr>
<tr>
<td>Database Administrator/Development</td>
<td>$111.83</td>
</tr>
<tr>
<td>Developer / Programmer</td>
<td>$81.54</td>
</tr>
<tr>
<td>Middleware Operations Support Analyst</td>
<td>$81.54</td>
</tr>
<tr>
<td>Program / Project Management</td>
<td>$81.54</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>$74.56</td>
</tr>
<tr>
<td>Server Support And Development</td>
<td>$74.56</td>
</tr>
<tr>
<td>System Analyst</td>
<td>$74.56</td>
</tr>
<tr>
<td>Information System Security Expert</td>
<td>$118.49</td>
</tr>
<tr>
<td>System Administrator</td>
<td>$82.94</td>
</tr>
<tr>
<td>Cloud Engineer</td>
<td>$111.83</td>
</tr>
<tr>
<td>Web Application Design and Development</td>
<td>$82.94</td>
</tr>
</tbody>
</table>