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

Schedule Title: General Purpose Commercial Information Technology Equipment, Software and Services
FSC Group: D302, D306, D307, D308, D311, D317, D399
Contract Number: 47QTCA19D00EL
Contract Period: June 28, 2019 to June 27, 2024

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

Contractor:
Cedar Springs Technologies Inc.
32 Leeward Pkge
North Yarmouth, ME 04097
Phone Number: (207) 650-7816
Fax Number: (866) 738-1401
www.cedarspringstec.com

Contractor’s Administration Source:
Charles W. Haig
Business Size:
Small Business

Cedar Springs Technologies Inc. (Cedar Springs hereafter) has been providing custom software development, legacy system enhancement and support, database administration, web-based systems development, excel spreadsheet services, electronic document, and workflow creation, reports and dashboards, data extracts and cleansing, consulting, and analysis services throughout the US since 2005. We are a small agile company that takes pride in helping our clients become more productive. Cedar Springs brings legacy systems into the modern age, improving clients’ workflow and automation, and organizing their data for better business intelligence.
CUSTOMER INFORMATION:

1a. 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>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY & SERVICE RATES:

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Service</th>
<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>132 51</td>
<td>Programmer Analyst</td>
<td>$113.35</td>
<td>per hour</td>
</tr>
<tr>
<td>132 51</td>
<td>Document Management Specialist</td>
<td>$113.35</td>
<td>per hour</td>
</tr>
<tr>
<td>132 51</td>
<td>Sr. Web Developer</td>
<td>$113.35</td>
<td>per hour</td>
</tr>
<tr>
<td>132 51</td>
<td>Database Administrator</td>
<td>$113.35</td>
<td>per hour</td>
</tr>
<tr>
<td>132 51</td>
<td>Excel Specialist</td>
<td>$113.35</td>
<td>per hour</td>
</tr>
</tbody>
</table>

2. MAXIMUM ORDER*: $500,000

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. POINT(S) OF PRODUCTION: Not Applicable

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA net, discount deducted

7. QUANTITY DISCOUNT(S): 2% for orders $150,000 – $299,000

8. PROMPT PAYMENT TERMS: 2% - 10 Days
9a. Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: Not Applicable

11a. TIME OF DELIVERY: Determined on task order level

11b. EXPEDITED DELIVERY: Contact contractor

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

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: Not Applicable

13a. ORDERING ADDRESS: 32 Leeward Psg North Yarmouth, ME 04097

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: 32 Leeward Psg North Yarmouth, ME 04097

15. WARRANTY PROVISION: Not Applicable

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: N/A

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

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

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A
20a. 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: 008258781

26. Contractor has an active registration in the SAM database.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

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 agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

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

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

   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination 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.

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 Professional Services.

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.
13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING.

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.

The following is an example of the manner in which the description of a commercial job title should be presented:

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
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Detailed Position Description and functional responsibilities</th>
<th>Min Education Level</th>
<th>Min Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programmer Analyst</strong></td>
<td><strong>Programmer Analyst Job Description:</strong> Accomplishes software requirements by developing and maintaining applications.</td>
<td>Associates</td>
<td>5 years</td>
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<td></td>
<td><strong>Programmer Analyst Job Duties:</strong></td>
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<td></td>
<td>• Identifies requirements by establishing personal rapport with potential and actual clients and with other persons in a position to understand service requirements.</td>
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<td></td>
<td>• Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.</td>
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<td></td>
<td>• Programs the computer by encoding project requirements in computer language; entering coded information into the computer.</td>
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<td></td>
<td>• Confirms program operation by conducting tests; modifying program sequence and/or codes.</td>
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<td>• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.</td>
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<td></td>
<td>• Protects operations by keeping information confidential.</td>
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<td></td>
<td>• Contributes to team effort by accomplishing related results as needed.</td>
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<td></td>
<td>• Develops and maintains applications by evaluating client needs; analyzing requirements; developing software systems.</td>
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<tr>
<td><strong>Document Management Specialist</strong></td>
<td><strong>Document Management Specialist Job Description:</strong> Implement and administer enterprise-wide document management systems and related procedures that allow organizations to capture, store, retrieve, share, and destroy electronic records and documents.</td>
<td>High School</td>
<td>5 years</td>
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<td></td>
<td><strong>Document Management Specialist Job Duties:</strong></td>
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<tr>
<td></td>
<td>• Conduct needs assessments to identify document management requirements of departments or end users.</td>
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<tr>
<td></td>
<td>• Collect data about customer needs.</td>
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<td></td>
<td>• Consult with end users regarding problems in accessing electronic content.</td>
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<tr>
<td></td>
<td>• Implement electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists.</td>
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<td></td>
<td>• Develop or configure document management system features, such as user interfaces, access profiles, and document workflow procedures.</td>
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<td></td>
<td>• Assist in the assessment, acquisition, or deployment of new electronic document management systems.</td>
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<td>• Retrieve electronic assets from repository for distribution to users, collecting and returning to repository, if necessary.</td>
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<td>• Keep abreast of developments in document management technologies and techniques by reviewing current literature, talking with colleagues, participating in educational programs, or attending meetings or workshops.</td>
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<td></td>
<td>• Implement scanning or other automated data entry procedures, using imaging devices and document imaging software.</td>
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</tbody>
</table>
| Sr. Web Developer | Sr. Web Developer Job Responsibilities:  
The role is responsible for designing, coding and modifying websites, from layout to function and according to a client's specifications. Strive to create visually appealing sites that feature user-friendly design and clear navigation.  
Sr. Web Developer Job Duties:  
• Regular exposure to business stakeholders and executive management, as well as the authority and scope to apply your expertise to many interesting technical problems.  
• Candidate must have a strong understanding of UI, cross-browser compatibility, general web functions and standards.  
• The position requires constant communication with colleagues.  
• Experience in planning and delivering software platforms used across multiple products and organizational units.  
• Deep expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's.  
• Deep functional knowledge or hands on design experience with Web Services (REST, SOAP, etc ..) is needed to be successful in this position.  
• Strong grasp of security principles and how they apply to E-Commerce applications.  
Sr. Web Developer Skills and Qualifications:  
|---|---|---|
| Database Administrator | Database Administrator Job Description:  
Maintains database by identifying and solving database requirements; supporting users.  
Database Administrator Job Duties:  
• Identifies database requirements by interviewing customers; analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems.  
• Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications.  
• Installs revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements.  
• Maintains database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products.  
• Prepares users by conducting training; providing information; resolving problems.  
• Provides information by answering questions and requests.  
• Supports database functions by designing and coding utilities.  
• Maintains quality service by establishing and enforcing organization standards.  
• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.  
• Contributes to team effort by accomplishing related results as needed.  
Database Administrator Skills and Qualifications:  
Database Performance Tuning, Database Security, Promoting Process Improvement, Problem Solving, Presenting Technical Information, Quality Focus, Database Management, Data Maintenance, Operating Systems, Attention to Detail, Information Security Policies | Bachelors | 5 years |
Excel Specialist

<table>
<thead>
<tr>
<th>Excel Specialist Job Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer information from Excel into electronic data systems or from external sources into Excel. Oversee the entire conversion process, working closely with clients to ensure that this data is accurate and accessible. Research data sources to verify validity of this information.</td>
</tr>
</tbody>
</table>

**Excel Specialist Job Duties:**
- Analyzing data details and accuracy ensuring that the data being converted is viable and accurate.
- Verify that a client’s system is able to integrate and store data being converted
- Oversee data mapping processes
- Create custom solutions
- Create digital conversion programs. Analyze a client’s existing systems and create a program suitable for that specific system.
- Provide technical support and assistance. Train clients in the use of the Excel utilities and associated applications.

**Excel Specialist Skills and Qualifications:**
Strong analytical, problem solving and verbal and written communication skills, detail-oriented, consistently meet deadlines and work well within a team environment, strong planning, organizational and critical thinking skills

| High School | 5 years |