Visual Soft, Inc. provides Information Technology Professional Services including resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, web design and development, information assurance, and Information Technology support services.

**CATEGORY 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

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

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

**Visual Soft, Inc.**

8245 Boone Boulevard, Suite 240,
Vienna, VA 22182
Phone: (703) 404-8199
Fax: (703)563-9732
www.visualsoftinc.com

**Contract Number:** 47QTCA19D00GA

**Period Covered by Contract:** **July 30, 2019 through July 29, 2024**

**General Services Administration**

Federal Acquisition Service

Pricelist current through Modification # 55, dated Jun 13, 2019.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).
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1.0 INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

[  ] The Geographic Scope of Contract will be domestic and overseas delivery.

[  ] The Geographic Scope of Contract will be overseas delivery only.

[X] The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

___________________________________________________________________________

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering and Payment Contact:
Visual Soft, Inc.
8245 Boone Boulevard, Suite 240,
Vienna, VA 22182
www.visualsoftinc.com
Attention: Ravi Nangunoori, CEO

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
(703) 404-8199 (Office)
(703) 563-9732 (FAX)
3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 069723729
Block 30: Type of Contractor: A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business – Yes
Block 37: Contractor's Taxpayer Identification Number (TIN): 54-1885742
Block 40: Veteran Owned Small Business (VOSB): No

4a. CAGE Code: 1VUX3
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-51</td>
<td>Commence performance of services on the date agreed to by the Contractor and the ordering activity</td>
</tr>
</tbody>
</table>

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

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: 0%

b. Quantity: 1% on orders greater than $500,000

c. Dollar Volume: 0%

d. Other Special Discounts (i.e. Government Education Discounts, etc.): As negotiated by the Contractor and the ordering activity on a case by case basis

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.
9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** Not applicable

10. **Small Requirements:** The minimum dollar of orders to be issued is $100.

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

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**
    Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
    a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
    b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**
    ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by the Contractor.

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

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

14. **CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**
(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

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

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

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

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

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

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

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

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity’s convenience, and (m) Termination for Cause (See 52.212-4)
16. **GSA ADVANTAGE!**

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

1. Manufacturer;
2. Manufacturer's Part Number; and
3. Product categories.

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

17. **PURCHASE OF OPEN MARKET ITEMS**

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

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

1. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
2. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
3. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
4. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. **CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

1. Time of delivery/installation quotations for individual orders;
2. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
3. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

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

19. **OVERSEAS ACTIVITIES**

Not Applicable.

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

Yes X
No _______

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.visualsoftinc.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

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

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

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

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
2.0 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.

2.1 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.

2.2 PERFORMANCE INCENTIVES 1-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.

2.3 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.

2.4 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.

2.5 STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

2.6 INSPECTION OF SERVICES


2.7 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.

2.8 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.

2.9 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.

2.10 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.

2.11 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.

2.12 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.

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

2.14 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.

2.15 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.

2.16 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
### 3.0 PRODUCTS AND SERVICES PRICELIST

#### 3.1 COMMERCIAL JOB TITLES

<table>
<thead>
<tr>
<th>Commercial Job Title: Cloud Architect Level 2/ Subject Matter Expert –Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Must be proficient in cloud and infrastructure technology. Support the architecture of innovative solutions in cloud technologies. Architects and supports implementation of Cloud solutions across multiple client projects. Acts as the Cloud Subject Matter Expert to the organization and coordinates and develops the enabling capabilities at the client. Responsible for developing and scaling Cloud supported IT environments. Coordinates with the cloud system engineers and solution architects to optimize and scale the Cloud Environment(s). Leads the design, and development of cloud environment needs that meet Application team requirements.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> BS degree or equivalent experience and 6 years’ relevant experience or Associate Degree with 10 years of relevant experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial Job Title: Junior Data Scientist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Demonstrates at least 1 (one) years of (a) sampling, (b) collecting, computing, and analyzing structured and unstructured data, and (c) applying Big data Analytical/Statistical analysis techniques typical to exploratory data analysis. Writes software programs in R or Python or Spark or Scala or Hadoop related tools and technologies or other languages or artificial intelligence (AI) and/or machine learning to conduct exploratory and advanced data or statistical analyses. Cleans and wrangles data. Extracts data from data warehouses. Excellent oral and written communication skills with emphasis on complex technical and statistical topics and effectively communicating details with all levels of management. Possesses the necessary people skills to identify requirements and deliver results.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> BS degree or equivalent experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial Job Title: Junior Software Developer/Tester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Develops and tests code for web, cloud and mobile applications using modern methods of development across the full stack (frameworks, web services, etc.). Troubleshoots and resolves application issues. Interacts with team members (end-users, testers, distributors, analysts, and project/release managers) in a team-oriented fashion. Supports projects through entire Software Development Lifecycle. Follows software development methodologies and best practices such as Agile. Provides end-user application support. Knowledge of Cloud Computing concepts and experience with AWS or any other cloud platforms with Google, IBM or Microsoft or others. Adheres to security best practices. Implements code fixes under the direction of software architects and senior developers. Contribute to suite of automated tests and testing infrastructure.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Associate Degree and 1+ years’ experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial Job Title: Junior System Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Sets-up, configures and supports PCs/Laptops/networks on premise or in the cloud. Maintains all systems, applications, security and network configurations. Able to run Network cables. Troubleshoots network performance issues. Recommends upgrades, patches and new applications and equipment. Provides technical support and guidance to users. Relies on instructions and per-established guidelines to perform the functions of the job. Understanding of Infrastructure as a service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS), Desktop as a service (DaaS) and some basic experience with Virtualization technologies.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Associate Degree and 1+ years’ experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial Job Title: Mid-Level Data Quality Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Ensures requirements, quality, consistency, and completeness are fulfilled for application features and data assets. Approves the quality of changes and new deliverables affecting data quality. Approves the metadata of changes and new deliverables to ensure they meet client’s standards. Develops benchmark measure key items that affect the user experience. Responsible for profiling and analyzing data assets. Summarizes and communicates issues that affect data quality and reports them to stakeholders and the Data Governance Committee members. Perform root cause analysis on</td>
</tr>
</tbody>
</table>

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12 of 23
quality issues. Manages tickets and engages in cross department problem resolution. Participates in agile projects for the delivery or maintenance of features. Works with leader to drive the Data Governance data quality needs and standards.

**Minimum Education**: BS degree or equivalent experience and 2 years’ relevant experience

**Commercial Job Title**: Mid-Level -Network Administrator- Firewalls

**Minimum/General Experience**: Works with project stakeholders to determine their functional requirements. Architects, designs, develop, and deploys IT systems. Acts as the technical team lead for integration projects. Implements and supports a variety of applications and analyze traffic across the client’s network. Conducts Technical Meetings. Ensures services manager is made aware of potential system problems or customer issues to avoid surprising management personnel. Reviews and documents functionality of existing legacy applications. Creates test plans, technical specifications, and white papers as required. Communicates regularly to project leads regarding project activities and status. Provides support to 24x7x365 operations.

**Minimum Education**: BS degree or equivalent experience and 2 years’ relevant experience

**Commercial Job Title**: Mid-Level Software Developer/Tester

**Minimum/General Experience**: Develops and tests code for web, cloud and mobile applications using modern methods of development across the full stack (frameworks, web services, etc.). Troubleshoots and resolves application issues. Interacts with team members (end-users, testers, distributors, analysts and project/release managers) in a team-oriented fashion. Supports projects through entire Software Development Lifecycle. Follows software development methodologies such as Agile and best practices. Provides end-user application support. Adhere to security best practices. Implements code fixes under the direction of software architects and senior and/or lead developers. Contribute our suite of automated tests and testing infrastructure.

**Minimum Education**: BS Degree and 3 years’ experience

**Commercial Job Title**: Mid-Level System Administrator

**Minimum/General Experience**: Configures and manages Linux and Windows operating systems (on premise or in the cloud) and installs/loads operating system software, troubleshoots, maintains integrity and configures network components along with implementing operating systems enhancements to improve reliability and performance. Provides support for implementation, troubleshooting and maintenance of Information Technology (IT) systems. Deploys and maintains services on multiple domains involving Ansible, Linux OpenStack, bare metal, VMWare ESX, AWS or Windows Azure or Google or IBM cloud. Assists with the operation of the systems and the customer data flows. Works closely with the development and network teams. Provides support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client-server/cloud/storage/network devices, mobile devices, etc. Provides support for the escalation and communication of status to agency management and internal customers. Provides support for the dispatch system and hardware problems and remains involved in the resolution process.

**Minimum Education**: BS Degree or equivalent experience and 3 years’ relevant experience.

**Commercial Job Title**: Mid-Level Systems Analyst (Software & Systems)

**Minimum/General Experience**: Performs and conducts gathering and requirement analysis for developing and designing software applications and IT systems based on customer or client needs. Designs, delivers, and supports physical clients. May also plans and procures client PCs for the enterprise life cycle management plans. Develops client PC refresh deployment plans. Manages IT Owned Asset Management Devices. Uses BMC Remedy or Service now asset management application. Performs PC client installs, device and peripheral inventories. Ensures adherence to operating system and application configuration standards. Identifies and recommends hardware standards. Implements new technologies. Administers asset management contracts and subcontracts. Resolves asset management support issues within given Service Level Expectations. Authors and adheres to standard operating procedures.

**Minimum Education**: BS degree or equivalent experience and 3 years’ relevant experience

**Commercial Job Title**: Mid-Level Technical Project Manager/ETL Developer
**Minimum/General Experience:** Responsible for successful delivery of a program to the customer; or manage performance of a task or project as part of a larger program. Manages and integrates activities in accordance with contract requirements and ensure technical, schedule, cost, and financial performance. Defines or contributes to the program baseline then executes the program to comply with baseline requirements. Manages risk, customer relationships, and program staffing. Supports business development and program staff management. Must be proficient in software or mobile or cyber security or cloud or network infrastructure technology or solution architecture for civilian or department of defense or intel agencies or commercial customers. Supports the architecture of innovative solutions for customers and may also involve in prototyping. This role is focused on architecture and supporting implementation of Cloud solutions across multiple client projects. Acts as the subject matter expert to the organization and coordinates and develops the enabling capabilities at the client. Coordinate with the subject matter experts and solution architects or engineers or developers or industry vendors to efficiently design, architect, manage and implement software or application or infrastructure security or IT Systems in the enterprise or in a government agency.

**Minimum Education:** BS Degree or equivalent experience and 6+ years’ relevant experience

**Commercial Job Title:** Senior Software Developer/Tester/Scrum Master

**Minimum/General Experience:** Writes code across the full stack – front end Web UI, middle tier service layer and back-end database for client-server or web or mobile or cloud software development projects. Works on an Agile team, collaborating closely with peers, product owners. Actively participate and lead architectural design sessions. Supports and maintains existing websites and applications by troubleshooting issues and recommending improvements. Sees projects and product releases through completion. Provides basic server support as it relates to web development while working with our networking team for more advanced server configuration. Facilitate and moderate sprint planning, daily scrum, sprint demo, and sprint retrospective meetings. Removes impediments and improve processes. Trains, coaches, and mentors teams on use of Agile development process. Encourages self-organization by facilitating the appropriate delegation of tasks and responsibilities to appropriate team members. Utilizes and improves usage tools such as JIRA etc.,to monitor and manage sprint success. Provide thought leadership in scalable next-generation cloud architectures.

**Minimum Education:** BS degree or equivalent experience with 6 years of relevant experience

**Commercial Job Title:** Senior System Administrator/Subject Matter Expert I

**Minimum/General Experience:** Hires, develops, appraises, challenges, assigns tasks and mentors staff and also develops project plans. Proactively promotes a collaborative atmosphere. Participates in defining, communicating, and implementing standards and processes. Oversees team’s projects, taking ownership to ensure work is accurately estimated and projects are completed in a timely and cost effective manner. Utilizes metrics to set standards and goals in a collaborative manner. Develops techniques to encourage staff to utilize metrics as a means to improving productivity. Works with technical and non-technical stakeholders to understand their needs and priorities while keeping clients’ best interests in mind. Monitors the level of customer service within the team. In a professional manner, provide honest input and feedback on work to peers and senior management. Involves efforts in extracting, loading and transformation of data from structured and unstructured data sources using tools and technologies that include but not limited to Informatica, Oracle, Hadoop, Tableau, Excel, Talend, Cognos, SAS, reporting tools and other data warehousing tools for databases or BigData or RDBMS.

**Minimum Education:** BS degree or equivalent experience and 4 years of relevant experience

**Commercial Job Title:** Program Manager/Cloud Solution Architect 1

**Minimum/General Experience:** Manages and integrates activities in accordance with contract requirements and ensure technical, schedule, cost, and financial performance. Defines or contributes to the program baseline then executes the program to comply with baseline requirements. Manages risk, customer relationships, and program staffing. Supports business development and program staff management. Must be proficient in software or mobile or cyber security or cloud or network infrastructure technology or solution architecture for civilian or department of defense or intel agencies or commercial customers. Supports the architecture of innovative solutions for customers and may also involve in prototyping. This role is focused on architecture and supporting implementation of Cloud solutions across multiple client projects. Acts as the subject matter expert to the organization and coordinates and develops the enabling capabilities at the client. Coordinate with the subject matter experts and solution architects or engineers or developers or industry vendors to efficiently design, architect, manage and implement software or application or infrastructure security or IT Systems in the enterprise or in a government agency.

**Minimum Education:** BS Degree or equivalent experience and 6+ years’ relevant experience

**Commercial Job Title:** Senior Software Developer/Tester/Scrum Master

**Minimum/General Experience:** Writes code across the full stack – front end Web UI, middle tier service layer and back-end database for client-server or web or mobile or cloud software development projects. Works on an Agile team, collaborating closely with peers, product owners. Actively participate and lead architectural design sessions. Supports and maintains existing websites and applications by troubleshooting issues and recommending improvements. Sees projects and product releases through completion. Provides basic server support as it relates to web development while working with our networking team for more advanced server configuration. Facilitate and moderate sprint planning, daily scrum, sprint demo, and sprint retrospective meetings. Removes impediments and improve processes. Trains, coaches, and mentors teams on use of Agile development process. Encourages self-organization by facilitating the appropriate delegation of tasks and responsibilities to appropriate team members. Utilizes and improves usage tools such as JIRA etc.,to monitor and manage sprint success. Provide thought leadership in scalable next-generation cloud architectures.

**Minimum Education:** BS degree or equivalent experience with 6+ years of experience

**Commercial Job Title:** Senior System Administrator/Subject Matter Expert I

**Minimum/General Experience:** Provides service level support focused on business operations and uptime. Responsible for all helpdesk calls and work orders (Adds, Moves, Changes, Disposal), recognizes and troubleshoots operating problems with server hardware and application software. Escalation of critical services. Diagnosis hardware and software problems. Recommends solutions and performs necessary system repairs. Provides project based structured cabling Performs asset tracking, licensing tracking and compliance. Provides security software management such as antivirus, antispam. Emergency afterhours on call support. Manages and maintains backup technology. Including managing policy around facility based Disaster Recovery. Manages printers, copiers. Telecommunications patching and setup (VOIP). Completes projects related to maintenance and support framework. Extended and overnight hours might be required. Maintains Active Directory, folder permissions and mapping network drives. Understands basic networking. (DHCP, DNS, TCP/IP, VTP), RAID
configuration, wireless configuration and troubleshooting. Performs data entry and database management. Responsible for design, architect, administer, manage, implement scalable, secure IT systems for client-server or mobile or cloud or web or storage networks. Hands-on experience with cloud and Big data technologies is desired but not required.

**Minimum Education:** Bac BS Degree or equivalent experience and 6 years’ relevant experience or Associate Degree with 10 years of relevant experience

**Commercial Job Title:** Senior Systems Analyst (Software and Systems)

**Minimum/General Experience:** Performs and conducts gathering and requirement analysis for developing and designing software applications and IT systems based on customer or client needs. Designs, delivers, and supports physical clients. May also plans and procure client PCs for the enterprise life cycle management plans. Develops client PC refresh deployment plans. Manages IT Owned Asset Management Devices. Uses BMC Remedy or Service now asset management application. Performs PC client installs, device and peripheral inventories. Ensures adherence to operating system and application configuration standards. Identifies and recommends hardware standards. Implements new technologies. Administers asset management contracts and subcontracts. Resolves asset management support issues within given Service Level Expectations. Authors and adheres to standard operating procedures.

**Minimum Education:** BS degree or equivalent experience and 5 years’ relevant experience

**Commercial Job Title:** Senior Quality Analyst

**Minimum/General Experience:** Analyzes, problem solves, documents, and makes recommendations that result in creative, cost-effective, and quality development and use of information technology. Creates a test strategy, analyzes testing results, identifies defects in software and problems in infrastructure, architecture/design, database design, and business requirements. Provides assessments and recommendations for solutions to members of the project team. Collaborates with developers on problem resolution and track problems to resolution. Creates necessary documentation consistent with the client’s standards, communicates changes as appropriate, and develops systems training materials. Assists quality assurance testers or contract workers with software quality assurance assignments.

**Minimum Education:** BS degree or equivalent experience and 4 years’ relevant experience

**Commercial Job Title:** Subject Matter Expert II

**Minimum/General Experience:** Develops requirements from a project’s inception to its conclusion for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in any one of the following specialties: information systems architecture; application and/or infrastructure security, networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; web, mobile, cloud, BigData or Artificial intelligence and modeling and simulation. Translates government requirements into project plans from configuration to deployment and sustainment for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; and modeling and simulation.

**Minimum Education:** BS Degree or equivalent experience and 6+ or Associate Degree with 10+ years’ relevant experience

**Commercial Job Title:** Subject Matter Expert III

**Minimum/General Experience:** Develops requirements from a project’s inception to its conclusion for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in any one of the following specialties: information systems architecture; application and/or infrastructure security, networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; web,
mobile, cloud, BigData or Artificial intelligence and modeling and simulation. Translates government requirements into project plans from configuration to deployment and sustainment for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; and modeling and simulation.

**Minimum Education:** BS Degree and 7+ equivalent experience or Associate Degree and 11+ years’ relevant experience

**Commercial Job Title:** Technical Lead

**Minimum/General Experience:** Oversees a team of personnel focused on technical issues, including software development or implementing network systems or cyber security engineering implementations or product releases, and engineering tasks. Hires and trains staff and delegates work assignments. Collaborates with colleagues to identify and repair technical issues. Evaluates the team’s work processes and best practices and implements changes to streamline operations. Experience with client-server or mobile or cloud or website systems; security principles; open source security tools; programming languages; and shell scripting preferred.

**Minimum Education:** Bachelor’s Degree or equivalent experience and 6 years relevant experience.

**Commercial Job Title:** Senior Project Technical Manager/Senior Database Administrator/Sr ETL Developer

**Minimum/General Experience:** Hires, develops, appraises, challenges, and mentors staff and also creates project plans and executes all the project management related tasks. Proactively promotes a collaborative atmosphere. Participates in defining, communicating, and implementing standards and processes. Oversees team’s projects, taking ownership to ensure work is accurately estimated and projects are completed in a timely and cost effective manner. Utilizes metrics to set standards and goals in a collaborative manner. Develops techniques to encourage staff to utilize metrics as a means to improving productivity. Works with technical and non-technical stakeholders to understand their needs and priorities while keeping clients’ best interests in mind.

Ensures that client’s database systems remain operational and well maintained. Monitors the level of customer service within the team. In a professional manner, provide honest input and feedback on work to peers and senior management. ETL developer with hands-on experience with enterprise level software development, integration and implementation with web or cloud based applications with various ETL tools. Experience with NoSQL, RDBMS or decentralized or legacy databases such as mainframe.

**Minimum Education:** BS degree or equivalent experience and 6 years of relevant experience

**Commercial Job Title:** Tier 1 Help Desk Technician

**Minimum/General Experience:** Focal point for creating Service Requests received by various means (telephone/email). Evaluates user request for repair of hardware/software/VOIP systems. Gathers facts and data to be used in creating/resolving Service Requests. Analyzes and solves computer applications and systems problems. Provides a wide range of technical assistance to non-technical clients in various occupations. Provides individual and/or group instruction on computer technologies, as appropriate. Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems. Perform on-call duties as required. Performs miscellaneous job-related duties as assigned

**Minimum Education:** Associate Degree and 1+ years’ or equivalent relevant experience

**Commercial Job Title:** Tier 3 Help Desk Analyst

**Minimum/General Experience:** Meets or exceeds established service goals. Responds effectively to requests for user assistance. Troubleshoots advanced software and hardware technical issues.

Determines root cause of problems and identifies workarounds or permanent fixes. Serves as a senior support staff member for IT desktop support. Acts as liaison between equipment vendors and the client. Assists in the maintenance of server and network systems as needed. Actively participates in end user and Help Desk training. Easily adapts to and learn new technologies. Tracks all calls using online Help Desk application. Works as a member of the Systems Engineering Support Team. Investigates and resolves network problems both voice and data.
Escalates and assigns 2nd tier support calls to appropriate resources and follow-up to conclusion.
Examine daily, all open calls and find resolutions. Develops and creates documentation and support materials. Maintains important records efficiently and accurately. Performs a wide variety of duties and responsibilities with accuracy and speed under pressure of time sensitive deadlines. Reports IT inventory needs for purchase. Documents resolutions in knowledgebase for future reference. Performs hardware and software installations. Researches and implements new solutions when needed. Performs other duties or special projects as assigned.

**Minimum Education:** Associate degree with 3+ years of relevant experience

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Substitution Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>High School Diploma or GED + 2 Years directly related experience</td>
</tr>
</tbody>
</table>
| Bachelor’s Degree    | High School Diploma or GED + 4 Years directly related experience  
|                      | Associate’s Degree + 2 Years directly related experience |
| Master’s Degree      | High School Diploma or GED + 6 Years directly related experience  
|                      | Associate’s Degree + 4 Years directly related experience  
|                      | Bachelor’s Degree + 2 Years directly related experience |
| Doctorate            | High School Diploma or GED + 8 Years directly related experience  
|                      | Associate’s Degree + 6 Years directly related experience  
|                      | Bachelor’s Degree + 4 Years directly related experience  
|                      | Master’s Degree + 2 Years directly related experience |
### 3.2 NET PRICE BY COMMERCIAL JOB TITLE

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Rate Onsite With IFF (BASE YEAR) - Cost Escalation 0.0%</th>
<th>GSA Rate Onsite With IFF (YEAR 1) - Cost Escalation 2.0%</th>
<th>GSA Rate Onsite With IFF (YEAR 2) - Cost Escalation 2.0%</th>
<th>GSA Rate Onsite With IFF (YEAR 3) - Cost Escalation 2.0%</th>
<th>GSA Rate Onsite With IFF (YEAR 4) - Cost Escalation 2.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloud Architect Level 2/ Subject Matter Expert –Level 4</td>
<td>$244.32</td>
<td>$249.21</td>
<td>$254.19</td>
<td>$259.27</td>
<td>$264.46</td>
</tr>
<tr>
<td>Junior Data Scientist</td>
<td>$114.34</td>
<td>$116.63</td>
<td>$118.96</td>
<td>$121.34</td>
<td>$123.77</td>
</tr>
<tr>
<td>Junior Software Developer/Tester</td>
<td>$87.44</td>
<td>$89.19</td>
<td>$90.97</td>
<td>$92.79</td>
<td>$94.65</td>
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<tr>
<td>Junior System Administrator</td>
<td>$117.27</td>
<td>$119.62</td>
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<td>$124.45</td>
<td>$126.94</td>
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<tr>
<td>Mid-Level Data Quality Analyst</td>
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<tr>
<td>Mid-Level -Network Administrator-Firewalls</td>
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<td>Mid-Level Systems Analyst</td>
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<td>Senior Software Developer/Tester/Scrum Master</td>
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<td>$134.82</td>
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<td>Senior System Administrator/Subject Matter Expert I</td>
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<td>Senior Systems Administrator</td>
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</tr>
<tr>
<td>Technical Manager/Senior Database Administrator</td>
<td>$155.58</td>
<td>$158.69</td>
<td>$161.86</td>
<td>$165.10</td>
<td>$168.40</td>
</tr>
<tr>
<td>Tier 1 Help Desk Technician</td>
<td>$54.00</td>
<td>$55.08</td>
<td>$56.18</td>
<td>$57.31</td>
<td>$58.45</td>
</tr>
<tr>
<td>Tier 3 Help Desk Analyst</td>
<td>$79.65</td>
<td>$81.25</td>
<td>$82.87</td>
<td>$84.53</td>
<td>$86.22</td>
</tr>
</tbody>
</table>
PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Ravi Nangunoori, CEO, (703) 404-8199 (Office), (703) 563-9732 (FAX), contracts@visualsoftinc.com.
In the spirit of the Federal Acquisition Streamlining Act and Visual Soft, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) ______________. Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date Visual Soft, Inc. Date
BPA NUMBER_____________

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)____________, Blanket Purchase Agreements, Visual Soft, Inc. agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

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

(4) This BPA does not obligate any funds.

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

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

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

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

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

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

(h) Date of Shipment.

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

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and Visual Soft, Inc.’s invoice, the provisions of this BPA will take precedence.

*******************************************************************************
6.0 CONTRACTOR TEAM ARRANGEMENTS

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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

7.0 LIST OF SERVICE AND DISTRIBUTION POINTS, AS APPLICABLE

Not Applicable

8.0 LIST OF PARTICIPATING DEALERS, AS APPLICABLE

Not Applicable