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: Multiple Award Schedule  
FSC Group: Information Technology - IT Services  
Contract Number: 47QTCA19D00KT  
Contract Period: September 10, 2019 to September 9, 2024

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

Contractor:  
BPM Bi, Inc.  
1025 Connecticut Ave NW Ste 1000  
Washington, DC 20036  
Phone Number: (888) 224-6458 ext. 101  
Fax Number: 202-800-2646  
www.bpmbiinc.com

Contractor’s Administration Source:  
Dennis T Abraham  
Business Size:  
Small Business  
SBA Certified Small Disadvantaged business

BPM Bi Inc., is a boutique software development & consulting company headquartered in Washington DC. We provide Business Intelligence, Business Process Management, Enterprise level mobile solutions and Systems Integrations, meeting business challenges with cutting edge technology, for both government and commercial sectors.
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

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

1c. HOURLY & SERVICE RATES:

<table>
<thead>
<tr>
<th>Service</th>
<th>Unit of Issue</th>
<th>GSA Price w/ IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Technical Advisor</td>
<td>HR</td>
<td>$167.35</td>
</tr>
<tr>
<td>Technical SME II</td>
<td>HR</td>
<td>$157.50</td>
</tr>
<tr>
<td>Technical SME I</td>
<td>HR</td>
<td>$137.81</td>
</tr>
<tr>
<td>IT Program Manager</td>
<td>HR</td>
<td>$152.58</td>
</tr>
<tr>
<td>Senior Technology Consultant II</td>
<td>HR</td>
<td>$147.66</td>
</tr>
<tr>
<td>Senior Technology Consultant I</td>
<td>HR</td>
<td>$132.76</td>
</tr>
<tr>
<td>Technology Consultant II</td>
<td>HR</td>
<td>$118.13</td>
</tr>
<tr>
<td>Technology Consultant I</td>
<td>HR</td>
<td>$109.93</td>
</tr>
<tr>
<td>Technology Analyst III</td>
<td>HR</td>
<td>$94.85</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): 3% off if $500K spent annually

8. PROMPT PAYMENT TERMS: Net 30 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: Destination

13a. ORDERING ADDRESS: 1025 Connecticut Ave. NW #1000 Washington, DC 20036

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: 1025 Connecticut Ave. NW #1000 Washington, DC 20036

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: 969990501

26. Contractor has an active registration in the SAM database.
****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 54151S 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

(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

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 54151S 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
**BPM BI, Inc. LABOR CATEGORY DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Labor Category: Enterprise Technical Advisor</th>
</tr>
</thead>
</table>

**Responsibilities:**
- Provide specific expertise and serve in an advisory capacity for a given topic area for the entire Enterprise within Information Technology
- Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support
- Leads client teams and represents project management at client meetings and briefings
- Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach
- Understands client environment and assists project management in addressing client challenges or issues
- Prepares documentation, reports, and other deliverables for client approval
- Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables

**Minimum Years of Experience:** 20 years of experience in Information Technology or related discipline

**Minimum Educational/Degree Requirements:** Master’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.

**Applicable Training or Certification Requirements:** Relevant Information Technology certifications to be determined on a per job/project/contract basis
Labor Category: Technical SME II

Responsibilities:
• Provides expertise to client and/or project team in a given technology area to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support
• Leads and represents project with clients and stakeholders at meetings and briefings
• Provides knowledge sharing and mentoring to staff
• Prepares documentation, reports, and other deliverables for client approval
• Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables
• Can serve in project management lead role as required by client

Minimum Years of Experience: 15 years of experience in the industry or related discipline; Possesses specific knowledge or skillset in Information Technology relevant to client and project requirements.

Minimum Educational/Degree Requirements: Master’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.

Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis
### Labor Category: Technical SME I

**Responsibilities:**
- Provides expertise to client and/or project team in a given technology area to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support
- Leads and represents project with clients and stakeholders at meetings and briefings
- Provides knowledge sharing and mentoring to staff
- Prepares documentation, reports, and other deliverables for client approval
- Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables
- Can serve in project management lead role as required by client

**Minimum Years of Experience:** 10 years of experience in the industry or related discipline; possesses specific knowledge or skillset in Information Technology relevant to client and project requirements.

**Minimum Educational/Degree Requirements.** Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area

**Applicable Training or Certification Requirements:** Relevant Information Technology certifications to be determined on a per job/project/contract basis
**Labor Category: IT Program Manager**

**Responsibilities:**

- Manage project managers, keep budgets in check, responsible to profitability and delivery
- Provides expertise to client and/or project team in each technology area to include delivery especially using Agile(Scrum) methodology and continuous integration and deployment.
- Leads and represents project with clients and stakeholders at meetings and briefings
- Provides knowledge sharing and mentoring to staff
- Prepares documentation, reports, and other deliverables for client approval
- Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables
- Can serve in project management lead role as required by client

**Minimum Years of Experience:** 15 years of experience in the industry or related discipline; possesses specific knowledge or skillset in Information Technology relevant to client and project requirements.

**Minimum Educational/Degree Requirements.** Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area

**Applicable Training or Certification Requirements:** Relevant Information Technology certifications to be determined on a per job/project/contract basis
<table>
<thead>
<tr>
<th>Labor Category: Senior Technology Consultant II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
<tr>
<td>• Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</td>
</tr>
<tr>
<td>• Leads client teams and represents project management at client meetings and briefings</td>
</tr>
<tr>
<td>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</td>
</tr>
<tr>
<td>• Understands client environment and assists project management in addressing client challenges or issues</td>
</tr>
<tr>
<td>• Prepares documentation, reports, and other deliverables for client approval</td>
</tr>
<tr>
<td>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Years of Experience: 10 years of experience in Information Technology or related Discipline.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Minimum Educational/Degree: Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis.</th>
</tr>
</thead>
</table>
**Labor Category:** Senior Technology Consultant I

**Responsibilities:**
- Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support
- Leads client teams and represents project management at client meetings and briefings
- Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach
- Understands client environment and assists project management in addressing client challenges or issues
- Prepares documentation, reports, and other deliverables for client approval
- Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables

**Minimum Years of Experience:** 8 years of experience in Information Technology or related Discipline.

**Minimum Educational/Degree:** Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.

**Applicable Training or Certification Requirements:** Relevant Information Technology certifications to be determined on a per job/project/contract basis.
**Labor Category:** Technology Consultant II

**Responsibilities:**

- Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support
- Assists project management to lead client teams
- Supervises junior staff and reviews work for accuracy and quality of approach
- Understands client environment and assists project management in addressing client challenges or issues
- Prepares documentation, reports, and other deliverables for client approval
- Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables

**Minimum Years of Experience:** 4 years of experience in Information Technology or related discipline

**Minimum Educational/Degree:** Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.

**Applicable Training or Certification Requirements:** Relevant Information Technology certifications to be determined on a per job/project/contract basis.
<table>
<thead>
<tr>
<th><strong>Labor Category:</strong> Technology Consultant I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
<tr>
<td>• Strong proficiency in analysis and defining client needs and applying methodologies related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</td>
</tr>
<tr>
<td>• Assigns specific work tasks to more junior staff and supports project management as needed to lead client teams</td>
</tr>
<tr>
<td>• Familiarity with client issues</td>
</tr>
<tr>
<td>• Prepares documentation, reports, and other deliverables for client approval</td>
</tr>
<tr>
<td>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</td>
</tr>
</tbody>
</table>

| **Minimum Years of Experience:** 3 years of experience in Information Technology or related discipline |

| **Minimum Educational/Degree:** Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area. |

<p>| <strong>Applicable Training or Certification Requirements:</strong> Relevant Information Technology certifications to be determined on a per job/project/contract basis |</p>
<table>
<thead>
<tr>
<th><strong>Labor Category:</strong> Technology Analyst III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
<tr>
<td>• Proficiency in analysis and defining business needs and applying methodologies related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</td>
</tr>
<tr>
<td>• Assigns specific work tasks to more junior staff and supports project management as needed</td>
</tr>
<tr>
<td>• Prepares documentation, reports, and other deliverables for client approval</td>
</tr>
<tr>
<td>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</td>
</tr>
<tr>
<td><strong>Minimum Years of Experience:</strong> 6 years of experience in Information Technology or related discipline</td>
</tr>
<tr>
<td><strong>Minimum Educational/Degree:</strong> Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</td>
</tr>
<tr>
<td><strong>Applicable Training or Certification Requirements:</strong> Determined on a per job/project/contract Basis.</td>
</tr>
</tbody>
</table>
It is BPM BI, Inc.’s policy to recruit, hire, and retain highly qualified and skilled individuals with the necessary experience, educational background, and training to perform and succeed. BPM BI, Inc. management reserves the right to substitute experience for education and to determine necessary training or certifications on a per job/project/contract basis as these requirements vary by client and the expertise necessary for a given project or engagement. Typically, BPM BI, Inc. performs the following substitutions for Educational Background:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Degree &amp; Experience Substitution</th>
<th>Related Experience Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>4 Years</td>
<td>4 Years</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Associate’s + 4 Years</td>
<td>6 Years</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s + 5 Years</td>
<td>9 Years</td>
</tr>
</tbody>
</table>