# GSA FEDERAL SUPPLY SERVICE  
Schedule 70 – General Purpose Commercial  
Information Technology Equipment,  
Software and Services

## Authorized Federal Supply Schedule Price List

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>GS-35F- 678JA or 47QTCA19D00L1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Size:</td>
<td>Small, Asian American, Minority Owned Business</td>
</tr>
<tr>
<td>Contract Period:</td>
<td>May 1, 2020–April 30, 2025</td>
</tr>
</tbody>
</table>
| Contractor:               | Summit Consulting, LLC | DUNS: 134631675
601 New Jersey Ave NW, Suite 400, Washington, DC  20001
http://www.summitllc.us |
| Contract Administrator & Authorized Negotiator | Farzin Sadjadi | Contracts Manager
(202) 407-8300 | fred.sadjadi@summitllc.us |

Price list current as of Modification # P0007, effective May 1, 2020

*Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is: gsaadvantage.gov. For more information on ordering from Federal Supply Schedule, clock on the FSS Schedules button at fss.gsa.gov*
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1 ABOUT SUMMIT

Summit is a quantitative consulting and data analytics firm that works with public and commercial clients to turn data into actionable intelligence. The key to our success is unparalleled customer service and extensive client collaboration. We take on our clients’ missions and objectives as our own, and our work is complete only when we provide customized, easy-to-understand solutions that allow our clients to make wise, data-driven decisions.

Summit’s partners, directors, and bench of uniquely experienced economists and econometricians lead teams in four core areas: federal credit and finance, mortgage finance, litigation, and health and employment. We couple our core expertise with our passion for methodology and numbers to derive sound, transparent, and reproducible results. Our collaborative, innovative culture allows us to remain at—and push—the forefront of analytics best practices. And our fun and stimulating environment values bright, original thinking and hard work.

Combining these elements—unparalleled customer service, domain and quantitative expertise, and an extraordinary workforce—allows us to deliver the best results to our clients.

That’s complexity simplified. That’s Summit.

2 OUR FEDERAL CLIENTS

- Export-Import Bank of the United States
- Federal Aviation Administration
- Federal Deposit Insurance Corporation
- Federal Housing Administration
- Federal Housing Finance Agency
- Freddie Mac
- Ginnie Mae
- National Credit Union Administration
- National Institutes of Health
- U.S. Department of Agriculture
- U.S. Department of Commerce
- U.S. Department of Education
- U.S. Department of Energy
- U.S. Department of Health and Human Services
- U.S. Department of Homeland Security
- U.S. Department of Housing and Urban Development
- U.S. Department of Justice
- U.S. Department of Labor
- U.S. Department of Transportation
- U.S. Department of the Treasury
- U.S. Department of Veterans Affairs
- U.S. International Development Finance Corporation (formerly OPIC)
- U.S. International Trade Commission
- U.S. Small Business Administration
- U.S. Social Security Administration
3 **Contractor Information**

1a. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>NAICS</th>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541519</td>
<td>132-51</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541519</td>
<td>132-56</td>
<td>Health Information Technology Services</td>
</tr>
</tbody>
</table>

2. **Maximum Order Guideline:**

The maximum order is $500,000 for SIN 132-51 and 132-56.

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

3. **Minimum Order:**

$100

4. **Geographic Coverage (Delivery Area):**

Domestic delivery; in accordance with the Solicitation, 552.238-78, Scope of Contract, the offer did specify that prices offered include FOB Destination for 48 contiguous states and Washington, DC. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. **Point(s) of Production (City, County, and State or Foreign Country):**

N/A

6. **Discount from List Prices:**

Prices shown are GSA net prices.

7. **Quantity Discounts:**

None

8. **Prompt Payment Terms:**

Net 30 days

9. **Government Purchase Cards:**

Government Purchase Cards are accepted at and above the micro-purchase threshold.

10. **Foreign Items:**

N/A/

11a. **Time of Delivery:**

Negotiated at the Task Order Level

11b. **Expedited Delivery:**

Negotiated at the Task Order Level
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11c.</td>
<td><strong>Overnight and 2-Day Delivery:</strong></td>
<td>Negotiated at the Task Order Level</td>
</tr>
<tr>
<td>11d.</td>
<td><strong>Urgent Requirements:</strong></td>
<td>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.</td>
</tr>
<tr>
<td>12.</td>
<td><strong>FOB Point:</strong></td>
<td>Destination</td>
</tr>
<tr>
<td>13a.</td>
<td><strong>Ordering Address:</strong></td>
<td>Same as contractor’s address.</td>
</tr>
<tr>
<td>13b.</td>
<td><strong>Ordering Procedures:</strong></td>
<td>For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.</td>
</tr>
<tr>
<td>14.</td>
<td><strong>Payment Address:</strong></td>
<td>Same as contractor’s address.</td>
</tr>
<tr>
<td>15.</td>
<td><strong>Warranty Provision:</strong></td>
<td>Contractor’s standard commercial warranty. Customers should contact the contractor for a copy of the warranty.</td>
</tr>
<tr>
<td>16.</td>
<td><strong>Export Packing Charges:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>17.</td>
<td><strong>Terms and Conditions of Government Purchase Card Acceptance:</strong></td>
<td>Accepted at and above the micro-purchase level.</td>
</tr>
<tr>
<td>18.</td>
<td><strong>Terms and Conditions of Rental, Maintenance, and Repair:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>19.</td>
<td><strong>Terms and Conditions of Installation:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>20a.</td>
<td><strong>Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>20b.</td>
<td><strong>Terms and Conditions for Any Other Services (If Applicable):</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>21.</td>
<td><strong>List of Service and Distribution Points:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>22.</td>
<td><strong>List of Participating Dealers:</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
23. Preventive Maintenance: | N/A
24a. Special Attributes such as Environmental Attributes: | N/A
24b. Section 508 Compliance for EIT: | N/A
25. Data Universal Number System (DUNS) Number: | 134631675
26. Notification Regarding Registration in System for Award Management (SAM), Previously Central Contractor Registration (CCR) Database: | Registration valid. Cage Code = 3GZS9
4 Labor Category Descriptions

<table>
<thead>
<tr>
<th>Role</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Bachelors</td>
<td>12</td>
<td>The Manager supervises multiple Project Managers as they execute projects. The Manager reports to senior leadership on the technical and financial milestones of projects in their portfolio.</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Bachelors</td>
<td>10</td>
<td>The Project Manager manages client projects. Project management responsibilities include the coordination and completion of projects on time within budget and within scope. The Project Manager sets deadlines, assigns responsibilities, monitors, and reports on project progress.</td>
</tr>
<tr>
<td>Consultant</td>
<td>Bachelors</td>
<td>8</td>
<td>The Consultant gathers, interprets, and processes client requirements. The Consultant provides technological and strategic advice to design solutions that meet requirements. The Consultant collaborates with in house and client technical staff.</td>
</tr>
<tr>
<td>Research Specialist</td>
<td>Bachelors</td>
<td>6</td>
<td>The Research Specialist works independently to conduct high level, complex research studies. This position involves general research, analytical thinking, mathematical calculations, writing, desktop publishing, document formatting, and proofreading.</td>
</tr>
<tr>
<td>Analyst</td>
<td>Bachelors</td>
<td>4</td>
<td>The Analyst designs and implements information systems that optimize organizational efficiency.</td>
</tr>
<tr>
<td>Data Analyst</td>
<td>Bachelors</td>
<td>2</td>
<td>The data analyst collects and stores data on statistics, market research, logistics, linguistics, or other behaviors. They build sophisticated models to ensure the quality and accuracy of that data, then process, design and present it in ways to help people, businesses, and organizations make better decisions.</td>
</tr>
</tbody>
</table>
### Data Specialist

- **Minimum Education:** Bachelors  
- **Minimum Years of Experience:** 0  
- **Responsibilities:** Under close direction, the Data Specialist builds portions of models and does basic coding to project work.

### Health IT Manager

- **Minimum Education:** Bachelors  
- **Minimum Years of Experience:** 12  
- **Responsibilities:** The Health IT Project Manager manages the implementation of health information technology solutions. Health IT Project management responsibilities include the coordination and completion of projects on time within budget and within scope. The Health IT Project Manager sets deadlines, assigns responsibilities, monitors, and reports on project progress.

### Health IT Project Manager

- **Minimum Education:** Bachelors  
- **Minimum Years of Experience:** 10  
- **Responsibilities:** The Health IT Project Manager manages the implementation of Health information technology solutions. Health IT Project management responsibilities include the coordination and completion of projects on time within budget and within scope. The Health IT Project Manager sets deadlines, assigns responsibilities, monitors, and reports on project progress.

### Health IT Consultant

- **Minimum Education:** Bachelors  
- **Minimum Years of Experience:** 8  
- **Responsibilities:** The Health IT Consultant gathers, interprets and processes requirements related to Health IT Projects and Programs. The Health IT Consultant provides technological and strategic advice to design solutions that specialized Health IT requirements. The Consultant collaborates with in house and client technical staff.

### Health IT Research Specialist

- **Minimum Education:** Bachelors  
- **Minimum Years of Experience:** 6  
- **Responsibilities:** The Health IT Research Specialist works independently to conduct high level, complex research studies in the areas of pharmacoepidemiology, epidemiology/biostatistics, and analytic methods.

### Health IT Analyst

- **Minimum Education:** Bachelors  
- **Minimum Years of Experience:** 4  
- **Responsibilities:** The Health IT Analyst designs and implements health information systems that optimize organizational efficiency.
<table>
<thead>
<tr>
<th><strong>Health IT Data Analyst</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
<td>Bachelors</td>
</tr>
<tr>
<td><strong>Minimum Years of Experience:</strong></td>
<td>2</td>
</tr>
</tbody>
</table>

**Responsibilities:** The Health IT Data Analyst collects and stores data on health statistics, market research, logistics, linguistics, or other behaviors. They build sophisticated models to ensure the quality and accuracy of that Health data, then process, design and present it in ways to help people, businesses, and organizations make better decisions.

<table>
<thead>
<tr>
<th><strong>Health IT Data Specialist</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
<td>Bachelors</td>
</tr>
<tr>
<td><strong>Minimum Years of Experience:</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

**Responsibilities:** Under close direction, the Health IT Data Specialist builds portions of models and does basic coding to project work.

Due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will provided to the Federal Agency when responding to their IT requirements and it is solely the acquiring agency’s determination, if the substitution is considered acceptable prior to an award.

Experience substitutions:

A Master’s Degree may be substituted for 2 years of required relevant IT experience with a Bachelor’s Degree.
## 5 Pricing

(Net Prices Including Discount offered to GSA and IFF)

<table>
<thead>
<tr>
<th>SIN Category</th>
<th>Labor Category</th>
<th>Year 1 Including IFF</th>
<th>Year 2 Including IFF</th>
<th>Year 3 Including IFF</th>
<th>Year 4 Including IFF</th>
<th>Year 5 Including IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-51</td>
<td>Manager</td>
<td>$239.80</td>
<td>$244.60</td>
<td>$249.49</td>
<td>$254.48</td>
<td>$259.57</td>
</tr>
<tr>
<td>132-51</td>
<td>Project Manager</td>
<td>$191.18</td>
<td>$195.00</td>
<td>$198.90</td>
<td>$202.88</td>
<td>$206.94</td>
</tr>
<tr>
<td>132-51</td>
<td>Consultant</td>
<td>$159.60</td>
<td>$162.79</td>
<td>$166.04</td>
<td>$169.37</td>
<td>$172.75</td>
</tr>
<tr>
<td>132-51</td>
<td>Research Specialist</td>
<td>$104.48</td>
<td>$106.57</td>
<td>$108.70</td>
<td>$110.88</td>
<td>$113.09</td>
</tr>
<tr>
<td>132-51</td>
<td>Analyst</td>
<td>$124.69</td>
<td>$127.18</td>
<td>$129.72</td>
<td>$132.32</td>
<td>$134.96</td>
</tr>
<tr>
<td>132-51</td>
<td>Data Analyst</td>
<td>$117.46</td>
<td>$119.81</td>
<td>$122.21</td>
<td>$124.65</td>
<td>$127.15</td>
</tr>
<tr>
<td>132-51</td>
<td>Data Specialist</td>
<td>$85.26</td>
<td>$86.97</td>
<td>$88.71</td>
<td>$90.48</td>
<td>$92.29</td>
</tr>
<tr>
<td>132-56</td>
<td>Health IT Manager</td>
<td>$239.80</td>
<td>$244.60</td>
<td>$249.49</td>
<td>$254.48</td>
<td>$259.57</td>
</tr>
<tr>
<td>132-56</td>
<td>Health IT Project Manager</td>
<td>$191.18</td>
<td>$195.00</td>
<td>$198.90</td>
<td>$202.88</td>
<td>$206.94</td>
</tr>
<tr>
<td>132-56</td>
<td>Health IT Consultant</td>
<td>$159.60</td>
<td>$162.79</td>
<td>$166.04</td>
<td>$169.37</td>
<td>$172.75</td>
</tr>
<tr>
<td>132-56</td>
<td>Health IT Research Specialist</td>
<td>$104.48</td>
<td>$106.57</td>
<td>$108.70</td>
<td>$110.88</td>
<td>$113.09</td>
</tr>
<tr>
<td>132-56</td>
<td>Health IT Analyst</td>
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<td>$134.96</td>
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<tr>
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<td>Health IT Data Analyst</td>
<td>$117.46</td>
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<td>$122.21</td>
<td>$124.65</td>
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</tr>
<tr>
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<td>Health IT Data Specialist</td>
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<td>$86.97</td>
<td>$88.71</td>
<td>$90.48</td>
<td>$92.29</td>
</tr>
</tbody>
</table>
6  TERMS & CONDITIONS FOR 132-51 & 132-56

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-51)

6.1  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.

6.2  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.

6.3  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.

6.4  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.

### 6.5 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:

   a. (1) Cancel the stop-work order; or

   b. (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:

   b. (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

   b. (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

### 6.6 Inspection of Services

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND

6.7 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.

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.

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.

6.8 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.

6.9 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.

6.10 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
TION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under
TION 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—

   b. (i) The offeror;

   b. (ii) Subcontractors; and/or

   b. (iii) Divisions, subsidiaries, or affiliates of the offeror under a common control

6.11 Resumes

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

6.12 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.

6.13 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.

6.14 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.
c. 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
7 TERMS AND CONDITIONS FOR HEALTH IT SERVICES 132-56

**** NOTE: This SIN is limited to professional Health IT Services only. Any nonprofessional labor categories shall be offered under SIN 132 100 only. All non-professional labor categories must be incidental to, and used solely to support Health IT services, and cannot be purchased separately. Software and hardware products are out of scope.

****NOTE: Labor categories under the Special Item Number 132-51 Information Technology Professional Services may remain under SIN 132-51 unless the labor categories are specific to the Health IT SIN.

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications Federal Information Security Management Act (FISMA) of 2002

7.1 Scope

a. The labor categories, prices, terms, and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.

b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).

c. This SIN provides ordering activities with access to Health IT services.

d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.

e. 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.

7.2 Order

a. Agencies may use written orders, Electronic Data Interchange (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.

7.3 Performance of Services

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.

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 Health 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

7.4 Inspection of Services


7.5 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.

Responsibilities of the ordering activity. Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

Responsibilities of the ordering activity. Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

Independent contractor. All Health IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

7.6 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.

7.7 Invoices
The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

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

7.9 Incidental Support Costs
Incidental support costs are not considered part of 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.

7.10 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.

7.11 Description of Health IT Services and Pricing
The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 132-56 Health IT Services and it 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.

Pricing for all Health IT 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: Health IT Subject Matter Expert

*Minimum Experience:* Ten (10) years.

*Functional Responsibilities:* Significant information technology consulting and clinical information system strategy and implementation experience. Experienced in client engagements representing a wide array of activities, related to professional information technology projects, in a healthcare/clinical environment, including strategic planning related to information technology systems and/or software, governance, process design/ redesign, clinical content development, and communications and training strategies for information technology solutions.

*Minimum Education:* Medical Doctor or Doctor of Osteopathic Medicine.