Na Aliʻi Consulting & Sales, LLC has identified itself as an Other Than Small Business under Preponderance of Work NAICS Code 54151S for this Schedule. Na Aliʻi Consulting & Sales, LLC is a Native Hawaiian Organization (NHO) owned, 8(a) certified, small disadvantaged business. [https://www.nakupuna.com](https://www.nakupuna.com).

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! [http://www.gsaadvantage.gov](http://www.gsaadvantage.gov).

For more information on ordering from Federal Supply Schedules click on the “Buy from Schedules” button at [https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules).

<table>
<thead>
<tr>
<th>Schedule Title:</th>
<th>Multiple Award Schedule MAS</th>
</tr>
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<tbody>
<tr>
<td>Accepted Mass Mod A812 on:</td>
<td>March 26, 2020</td>
</tr>
<tr>
<td>Contract Number:</td>
<td>47QTCA19D00LS</td>
</tr>
<tr>
<td>Contract Period:</td>
<td>9/24/19 – 9/23/24</td>
</tr>
<tr>
<td>Business Size:</td>
<td>Other Than Small Business</td>
</tr>
</tbody>
</table>
| Contractor:            | Na Aliʻi Consulting & Sales, LLC  
3375 Koapaka St. B200  
Honolulu, HI 96819 |
| Company Contact:       | P: 703.966.9708  
E: nakupunaContracts@nakupuna.com  
F: 808.725.3730 |
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1.0 CUSTOMER INFORMATION

1. Table of Awarded Special Item Number(s) (SIN):

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

b. Lowest Priced Model Number and Price for Each SIN (2020 Rate) – see Parts 3.0 and 4.0 for the Labor Category Descriptions and the GSA Pricelist, respectively.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>$64.38</td>
</tr>
</tbody>
</table>

c. Hourly Rates: See Part 4.0 for the GSA Pricelist.

2. Maximum Order: SIN 54151S: $500,000.00.

3. Minimum Order: $100.00.

4. Geographic Scope of Coverage: The Geographic Scope of Coverage is Domestic Delivery. This is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. Territories.

5. Points of Production: N/A.

6. Quantity Discount: None.

7. Prompt Payment Terms: Net 30 days.

8. Government Purchase Cards: Government Purchase Cards will be accepted up to $3,000.00.


10. Foreign Items: No foreign items are awarded under this contract.

11. Time of Delivery:
   a. Normal Delivery Terms: Upon agreement between Na Aliʻi Consulting & Sales, LLC and the customer.
   b. Expedited Delivery Terms: Upon agreement between Na Aliʻi Consulting & Sales, LLC and the customer.
   c. Overnight/2-Day Delivery Terms: Upon agreement between Na Aliʻi Consulting & Sales, LLC and the customer.
   d. 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.

12. **FOB Point:** Destination.

13.

a. **Ordering Address:** Na Aliʻi Consulting & Sales, LLC  
   3375 Koapaka St., Ste B200  
   Honolulu, HI 96819

b. **Ordering procedures:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14. **Payment Address:** Na Aliʻi Consulting & Sales, LLC  
   3375 Koapaka St., Ste B200  
   Honolulu, HI 96819

15. **Warranty/Guarantee Provisions:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty or generally N/A for services.

16. **Export Packing Charges:** Not Applicable.

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Na Aliʻi Consulting & Sales, LLC accepts government cards above the micro-purchase level.

18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable.

19. **Terms and conditions of installation (if applicable):** Not Applicable.

20.

a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable

b. **Terms and conditions for any other services (if applicable):** Not Applicable

21. **List of service and distribution points (if applicable):** Not Applicable

22. **List of participating dealers (if applicable):** Not Applicable
23. Preventive maintenance (if applicable): Not Applicable

24.
   a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable.
   
   b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov. Not Applicable.

25. Data Universal Number System (DUNS) number: 167164461.

26. Notification regarding registration in Central Contractor Registration (CCR) database: Na Ali’i Consulting & Sales, LLC is currently registered within the System for Award Management (SAM) database.

2.0 TERMS AND CONDITIONS APPLICABLE TO IT SERVICES (54151S)

1. SCOPE
   a) The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services specified as within the scope of this Multiple Award 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. 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.

3. 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.

4. **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.
5. INSPECTION OF SERVICES


6. 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 (May 2014) Rights in Data – General, may apply.

7. 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.

8. 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.

9. 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.

10. 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.

11. PAYMENTS


12. RESUMES

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

13. Order Level Materials (OLM)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. Please refer to the Multiple Award Schedule GSAR Clause 552.238-115, Special Ordering Procedures for the Acquisition of Order-Leve-Materials, for details regarding OLM.

14. 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.
15. DESCRIPTION OF INFORMATION TECHNOLOGY - IT SERVICES AND PRICING

a) The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Technology 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. Labor Category Descriptions are provided in Part 3.0 of this document and the applicable Pricelist is provided in Part 4.0.

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: **Configuration Management Specialist**

| **Functional Responsibilities:** The Configuration Management Specialist responsibilities include: (a) creating and maintaining documentation for tools used to support configuration management; (b) identifying errors in the build and release process and recommending improvements; (c) performing duties related to change, release, and build management; (d) providing configuration management planning; (e) regulating the change process so that only approved and validated changes are incorporated into product documents and related software; (f) managing process for configuration identification, change control, configuration status accounting, and configuration audits. |
| **Minimum Years of Experience Required:** Has two to five years of technical experience. |
| **Minimum Level of Education Required:** Bachelor’s degree or associate’s degree with five years of experience in the field. |
| **Certification Requirements:** None. |

See below for pricing and Labor category descriptions.

3.0 LABOR CATEGORY DESCRIPTIONS

**Applications Developer III**

| **Functional Responsibilities:** The Applications Developer III responsibilities include: (a) designing, developing, enhancing, debugging, and implementing software, new software products or major enhancements to existing software; (b) troubleshooting production problems related to software applications; (c) addressing problems of systems integration, compatibility, and multiple platforms; (d) testing, debugging, and refining the software to produce the required product; (e) preparing required documentation, including both program-level and user-level documentation; (f) enhancing software to reduce operating time or improve efficiency; (g) providing technical direction to developers to ensure program deadlines are met; (h) consulting with project teams and end users to identify application requirements; (i) performing feasibility analysis on potential future projects to management; (j) evaluating and recommending application software packages, application integration and testing tools. |
| **Minimum Years of Experience Required:** Has five to eight years of technical experience. |
| **Minimum Level of Education Required:** Bachelor’s degree or an Associate’s degree with eight years in the field. |
### Certification Requirements:
A technical, security, or management certification is required.

### Classified Document Control Clerk

**Functional Responsibilities:** Classified document control clerks categorize, file and retrieve documents using specific classification and organization systems. Clerks are responsible for the orderly recording and keeping of physical and electronic documents, including distributing new documents and discarding obsolete records. Clerks might be required to keep records and logs of document retrievals, updates, distributions and removals.

<table>
<thead>
<tr>
<th>Minimum Years of Experience Required</th>
<th>Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Level of Education Required</td>
<td>High school diploma.</td>
</tr>
<tr>
<td>Certification Requirements</td>
<td>None.</td>
</tr>
</tbody>
</table>

### Computer Scientist

**Functional Responsibilities:** The Computer Scientist responsibilities include: (a) planning, coordinating, and executing research objectives; (b) performing research support on problems of diverse scope and execute research projects; (c) generating research ideas and solutions to complex computer science problems; (d) writing articles for publication; (e) acting as a senior consultant in complex or mission critical client requirements; (f) developing, modifying, and applying computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting system and program performance; (g) participating in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.

<table>
<thead>
<tr>
<th>Has two to five years of technical experience</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Minimum Level of Education Required</td>
<td>Bachelor’s degree or Associate’s degree with five years of experience in the field.</td>
</tr>
<tr>
<td>Certification Requirements</td>
<td>None.</td>
</tr>
</tbody>
</table>

### Database Administrator II

**Functional Responsibilities:** The Database Administrator II responsibilities include: (a) monitoring databases and analyzing and organizing data; (b) applying new technology designs and programs; (c) applying knowledge of database management systems to coordinate maintenance and changes to databases; (d) testing and implementing changes or new database designs; (e) writing logical and physical database descriptions, including location, space, access method, and security requirements. (f) directing the maintenance and use of the corporate data dictionary; (g) designing, creating, and maintaining databases; (h) auditing databases to ensure accurate and appropriate use of data; (i) resolving data conflicts and inappropriate data usage.

<table>
<thead>
<tr>
<th>Minimum Years of Experience Required</th>
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</thead>
<tbody>
<tr>
<td>Minimum Level of Education Required</td>
<td>Bachelor’s degree or Associate’s degree with five years of experience in the field.</td>
</tr>
<tr>
<td>Certification Requirements</td>
<td>A technical, security, or management certification is required.</td>
</tr>
</tbody>
</table>
### Enterprise Architect III

**Functional Responsibilities:** The Enterprise Architect III responsibilities include: (a) working closely with developers and testers to ensure functional designs; (b) providing high-level architectural expertise to managers and technical staff; (c) developing architectural products and deliverables for the enterprise and operational business lines; (d) developing strategy of system and the design infrastructure necessary to support that strategy; (e) advising on selection of technological purchases with regards to processing, data storage, data access, and applications development; (f) setting standards for the client/server relational database structure for the organization; (g) advising feasibility of potential future projects to management.

**Minimum Years of Experience Required:** Must have eight to ten years of experience.

**Minimum Level of Education Required:** Bachelor’s degree or an Associate’s degree with ten years in the field.

**Certification Requirements:** A technical certification is required.

### Help Desk Manager

**Functional Responsibilities:** The Help Desk Manager responsibilities include: (a) providing daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under this contract; (b) serving as the first point of contact for troubleshooting hardware/software, all types of computer systems, and printer problems; (c) performing extensive customer communications; (d) hiring, reviewing, training, and firing help desk employees; (e) planning, directing, coordinating, and scheduling the help desk activities; (f) tracking, routing, and redirecting problems to correct resources.

**Minimum Years of Experience Required:** Has two to five years of technical experience.

**Minimum Level of Education Required:** Bachelor’s degree or Associate’s degree with five years of experience in the field.

**Certification Requirements:** Certification in ITIL or a technical, security, or management certification is required.

### Help Desk Specialist I

**Functional Responsibilities:** The Help Desk Specialist I responsibilities include: (a) identifying, managing, escalating, and resolving technical issues; (b) installing and configuring software, print drivers, utilities, etc. to be utilized on workstations and networks; (c) troubleshooting issues, including software, hardware, and networking; (d) monitoring systems, identifying problems, and taking corrective action; (e) providing first level contact and conveying resolutions to customer issues; (f) tracking, routing, and redirecting problems to correct resources.

**Minimum Years of Experience Required:** Has two or more years of technical experience.

**Minimum Level of Education Required:** High school degree.

**Certification Requirements:** None.
Network Administrator II

**Functional Responsibilities:** The Network Administrator II responsibilities include: (a) providing hands-on network administration support, network maintenance and operations support; (b) recommending networking software and hardware enhancements; (c) building, configuring, and troubleshooting local area networks (LAN), wide area networks (WAN), intranets, and other data communications systems; (d) diagnosing and correcting network systems issues; (e) performing network modeling, analysis, and planning; (f) installing hardware such as cables, hubs, routers, and wireless adaptors; (g) configuring network drivers for software; (h) upgrading network hardware and software components as required.

**Minimum Years of Experience Required:** Has two to five years of technical experience.

**Minimum Level of Education Required:** Bachelor’s degree or Associate’s degree with five years of experience in the field.

**Certification Requirements:** A technical, security, or management certification is required.

Program Manager III

**Functional Responsibilities:** The Program Manager III responsibilities include: (a) organizing, directing, and managing contract operation support functions, involving multiple, complex and inter-related project tasks; (b) managing teams of personnel at one or more locations; (c) maintaining and managing the client interface at the senior levels of an organization; (d) meeting with customer and contractor personnel to formulate and review task plans and deliverable items; (e) ensuring conformance with program task schedules and costs; (f) working closely with developers and testers to ensure functional designs; (g) assigning duties, responsibilities, and scope of authority to project personnel; (h) driving and participating in design, development and implementation; (i) developing and maintaining plans, policies, and procedures for all project phases.

**Minimum Years of Experience Required:** Has five to eight years of technical experience.

**Minimum Level of Education Required:** Bachelor’s degree or Associate’s degree with eight years of experience in the field.

**Certification Requirements:** Certification in a technical, security, or management certification is required.

Project Manager II

**Functional Responsibilities:** The Project Manager II responsibilities include: (a) assisting the technical team in design and development tasks and coordinating delivery of development (beta) and production releases that meet quality assurance standards; (b) assisting test teams in creating test plans and testing efforts; (c) creating and maintaining project plan that communicates tasks, milestone dates, status and resource allocation; (d) overseeing all aspects of the project, leading a team on large projects or a significant segment of large and complex projects; (e) analyzing new and complex project-related problems and creating innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project.

**Minimum Years of Experience Required:** Has two to five years of technical experience.
Minimum Level of Education Required: Bachelor’s degree or Associate’s degree with five years of experience in the field.

Certification Requirements: Certification in a technical, security, or management certification is required.

Project Manager III

Functional Responsibilities: The Project Manager III responsibilities include: (a) assisting the technical team in design and development tasks and coordinating delivery of development (beta) and production releases that meet quality assurance standards; (b) assisting test teams in creating test plans and testing efforts; (c) creating and maintaining project plan that communicates tasks, milestone dates, status and resource allocation; (d) overseeing all aspects of the project, leading a team on large projects or a significant segment of large and complex projects; (e) analyzing new and complex project-related problems and creating innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project.

Minimum Years of Experience Required: Has five to eight years of technical experience.

Minimum Level of Education Required: Bachelor’s degree or Associate’s degree with eight years of experience in the field.

Certification Requirements: Certification in a technical, security, or management certification is required.

Software Developer II

Functional Responsibilities: The Software Developer II responsibilities include: (a) designing, modifying, developing, writing, and implementing software programming applications; (b) writing, modifying, and debugging software for client applications; (c) providing technical direction on software development projects; (d) supporting and/or installing software applications/operating systems; (e) using source debuggers and visual development environments; (f) testing and documenting software for client applications; (g) writing code to create single-threaded, multi-threaded or user interface event driven applications, either stand-alone and those which access servers or services; (h) conducting test reviews and analysis, test witnessing and certification of software.

Minimum Years of Experience Required: Has two to five years of technical experience.

Minimum Level of Education Required: Bachelor’s degree or an Associate’s degree with five years in the field.

Certification Requirements: A technical, security, or management certification is required.
### Solution Architect IV

**Functional Responsibilities:** The Solution Architect IV responsibilities include: (a) designing and developing technical solutions based on existing technologies; (b) leading brainstorming sessions and identify areas for process improvements; (c) leading the translation of business objectives and requirements into functional solutions; (d) preparing and documenting testing requirements as well as all test data; (e) prioritizing goals and objectives and monitoring the work of others; (f) handling suites of large applications or software to make sure they are working together properly; (g) developing the overall vision an application or software title will fulfill; (h) designing and developing new software products or major enhancements to existing software; (i) addressing problems of systems integration, compatibility, and multiple platforms; (j) performing feasibility analysis on potential future projects to management.

**Minimum Years of Experience Required:** Has eight to ten years of technical experience.

**Minimum Level of Education Required:** Bachelor’s degree or Associate’s degree with ten years of experience in the field.

**Certification Requirements:** Certification in a technical, security, or management certification is required.

### Subject Matter Expert I

**Functional Responsibilities:** The Subject Matter Expert I responsibilities include: (a) providing technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation; (b) assisting other senior consultants 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; lifecycle management, software development methodologies, and modeling and simulation; (c) participating as needed in all phases of software development, network or systems administration/engineering, program management, etc. with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases; (d) applying principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions; (e) providing consultation on complex projects and is considered to be the top-level contributor/specialist.

**Minimum Years of Experience Required:** Must have eight or more years of experience.

**Minimum Level of Education Required:** Bachelor’s degree or an Associate’s degree with eight years in the field.

**Certification Requirements:** A technical, security, or management certification is required.
Subject Matter Expert II

**Functional Responsibilities:** The Subject Matter Expert II responsibilities include: (a) providing technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation; (b) assisting other senior consultants 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; lifecycle management, software development methodologies, and modeling and simulation; (c) participating as needed in all phases of software development, network or systems administration/engineering, program management, etc. with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases; (d) applying principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions; (e) providing consultation on complex projects and is considered to be the top-level contributor-specialist.

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**Functional Responsibilities:** The Subject Matter Expert III responsibilities include: (a) providing technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation; (b) assisting other senior consultants 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; lifecycle management, software development methodologies, and modeling and simulation; (c) participating as needed in all phases of software development, network or systems administration/engineering, program management, etc. with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases; (d) applying principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions; (e) providing consultation on complex projects and is considered to be the top-level contributor-specialist.

| Minimum Years of Experience Required: | Must have eight to ten years of experience. |
| Minimum Level of Education Required: | Bachelor’s degree or an Associate’s degree with ten years in the field. |
| Certification Requirements: | A technical certification is required. |
### System Administrator I

**Functional Responsibilities:** The Systems Administrator I responsibilities include: (a) installing new software releases and system upgrades; (b) evaluating and installing patches; (c) resolving software related problems; (d) performing system backups and recovery; (e) maintaining data files and monitoring system configurations to ensure data integrity; (f) performing system capacity analysis and planning; (g) providing assistance to users in accessing and using business systems.

**Minimum Years of Experience Required:** Has two or more years of technical experience.

**Minimum Level of Education Required:** Bachelor’s degree or Associate’s degree with two years of experience in the field.

**Certification Requirements:** None.

### System Administrator III

**Functional Responsibilities:** The Systems Administrator III responsibilities include: (a) installing new software releases and system upgrades; (b) evaluating and installing patches; (c) resolving software related problems; (d) performing system backups and recovery; (e) maintaining data files and monitoring system configurations to ensure data integrity; (f) performing system capacity analysis and planning; (g) providing assistance to users in accessing and using business systems; (h) directing level I and II system administrators.

**Minimum Years of Experience Required:** Has five to eight years of technical experience.

**Minimum Level of Education Required:** Bachelor’s degree or an Associate’s degree with eight years in the field.

**Certification Requirements:** A technical, security, or management certification is required.

### Technical Writer I

**Functional Responsibilities:** The Technical Writer I responsibilities include: (a) gathering and researching information for use in the creation of technical documentation; (b) writing technical materials, such as equipment manuals, appendices, or operating and maintenance instructions.

**Minimum Years of Experience Required:** Has two or more years of technical experience.

**Minimum Level of Education Required:** Bachelor’s degree or Associate’s degree with two years of experience in the field.

**Certification Requirements:** None.
Web Developer II

Functional Responsibilities: The Web Developer II responsibilities include: (a) providing support to develop web-based applications including online customer service to transform delivery of services from client-based applications to online applications; (b) developing the site concept, interface design, and architecture of a website; (c) implementing interfaces to applications; (d) designing, developing, troubleshooting, debugging, and implementing software code (such as HTML, CGI, and JavaScript) for a component of a website; (e) deploying large web-based transaction systems using application servers; (f) researching, testing, building, and coordinating the integration of new products per requirements.

Minimum Years of Experience Required: Has two to five years of technical experience.

Minimum Level of Education Required: Bachelor’s degree or Associate’s degree with five years of experience in the field.

Certification Requirements: A technical, security, or management certification is required.
## 4.0 GSA PRICELIST

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<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>2019-2020 GSA Rate w/IFF</th>
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