



13015 Ethel Rose Way
Boyds, MD 20841

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST
Schedule for Multiple Award Schedule (MAS)
Federal Supply Group: MAS**

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>

54151S --- Information Technology Professional Services -- SUBJECT TO COOPERATIVE PURCHASING

54151HEAL – Health Information Technology Services – SUBJECT TO COOPERATIVE PURCHASING

OLM – Order Level Materials – SUBJECT TO COOPERATIVE PURCHASING

FSC/PSC Code D302 Systems Development Services

CONTRACT No: 47QTCA20D001E

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

Prices Shown Herein are Net (discount deducted)

Explore Digits Inc.
13015 Ethel Rose Way
Boyds, MD 20841
(703) 217-1487
<http://www.exploredigits.com>

Period Covered by Contract: October 28, 2019 through October 27, 2024

**General Services Administration
Federal Acquisition Service**

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Numbers (SINs):** 54151S; 54151HEAL; OLM
- 1b. **Lowest Priced Model Number and Price For Each SIN:** N/A
2. **Maximum Order:** SIN's 54151S and 54151HEAL - \$500,000; OLM - \$250,000
3. **Minimum Order:** \$100.00
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 of Production:** Not Applicable
6. **Discount from List Prices:** GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.
7. **Quantity Discounts:** None
- 7a. **Volume Discounts:** None
8. **Prompt Payment Discount:** Discount 1: 1.5% 10 days, net 30; Discount 2: 1.0% 20 days, net 30
9. **Government Purchase Cards** will be accepted for payment less than, equal to and above the micro purchase threshold however no additional discounts will apply.
10. **Foreign Items:** Foreign items are being offered on this contract.
- 11a. **Time of Delivery:** As negotiated ARO
- 11b. **Expedited Delivery:** Call Contractor
- 11c. **Overnight and 2-Day Delivery:** Call 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:**
13015 Ethel Rose Way
Boys, MD 20841
- 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:**
13015 Ethel Rose Way
Boys, MD 20841
15. **Warranty/Guarantee Provision:** N/A

16. **Export Packing Charges: Not Applicable**
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not Applicable**
18. **Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable**
19. **Terms and conditions of installation (if applicable). Not Applicable**
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable**
- 20a. **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: Not Applicable**
23. **Preventative Maintenance (if applicable). Not Applicable**
24. **Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable**
- 24a. **Section 508 Compliance:** Yes. 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/
25. **Data Universal Numbering System (DUNS) Number:** 056162028
26. **System for Award Management (SAM) :** Explore Digits Inc. is currently registered within the System for Award Management (SAM) database. Current registration is valid until 12/15/20.

TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM NUMBER 54151HEAL)

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

1. SCOPE

- a. The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL 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.
- 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.

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.

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.
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4. INSPECTION OF SERVICES

In accordance 552.212-4 CONTRACT TERMS AND CONDITIONS–COMMERCIAL ITEMS (JAN 2017) (DEVIATION – FEB 2007)(DEVIATION - FEB 2018) for Firm-Fixed Price orders; or GSAR 552.212-4 CONTRACT TERMS AND CONDITIONS-COMMERCIAL ITEMS (JAN 2017) (DEVIATION - FEB 2018) (ALTERNATE I - JAN 2017) (DEVIATION - FEB 2007) for Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

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.

5. 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.

6. 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. 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.

8. 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.

9. RESUMES

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

10. 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.

11. 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.

12. DESCRIPTION OF HEALTH IT SERVICES AND PRICING:

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
<p>Healthcare Business Integration Analyst 1</p>	<p>General Experience: Healthcare Business Integration Analysts (1s) have been trained in systems development and/or training methodologies <u>in the Health information technologies</u> and may possess a security clearance.</p> <p>Functional Responsibility: Healthcare Business Integration Analyst (1)s apply their strong analytical and technical skills to assist in implementing <u>health information technology related</u> business solutions. Healthcare Business Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. A Healthcare Business Integration Analyst (1) is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> • Document an organization’s current business process flows • Design, code and test functional components of information systems according to project specifications • Identify and document functional requirements for information systems • Develop project documentation and user training materials according to program specifications • Conduct user training sessions • Prepare communications plans • Produce database extracts 	<p>0</p>	<p>Bachelors</p>

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<ul style="list-style-type: none"> • Provide technical support to software development teams • Perform program management support tasks, such as status reporting and work plan maintenance 		
Healthcare Business Integration Analyst 4	<p>General Experience: Healthcare Business Integration Analysts (4)s possess at least 2 years of experience in Health information systems implementation, change management efforts or business process redesign and may possess a security clearance.</p> <p>Functional Responsibility: Healthcare Business Integration Analyst (4)s apply their strong analytical and technical skills to assist in implementing health information technology related business solutions. Healthcare Business Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. A Healthcare Business Integration Analyst (4) is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> • Document an organization’s current business process flows 	2	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<ul style="list-style-type: none"> • Design, code and test functional components of information systems according to project specifications • Identify and document functional requirements for information systems • Develop project documentation and user training materials according to program specifications • Conduct user training sessions • Prepare communications plans • Produce database extracts • Provide technical support to software development teams • Perform program management support tasks, such as status reporting and work plan maintenance 		
Healthcare Business Integration Consultant 1	<p>General Experience. Healthcare Business Integration Consultant (1)s possess at least 2 years of experience in information systems implementation, change management efforts or business process redesign <u>in the Health information systems</u> and may possess a security clearance.</p> <p>Functional Responsibility. Healthcare Business Integration Consultant (1)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement <u>health information technology related</u> business solutions. On Explore Digits projects, Healthcare Business Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Healthcare Business Integration Consultant (1) is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> • Develop functional and technical information system designs • Supervise Healthcare Business Integration Analysts in the development of software designs, computer programming, system testing or training curricula • Lead business process redesign teams in the development of new business process architectures • Design training programs for information systems users 	2	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<ul style="list-style-type: none"> • Participate in quality reviews to ensure work complies with specified standards • Develop team work plans • Perform workflow analyses • Design and manage databases • Define information systems requirements • Assist in project budget preparation 		
Healthcare Business Integration Consultant 4	<p>General Experience. Healthcare Business Integration Consultant (4)s possess at least 5 years of experience in information systems implementation, change management efforts or business process redesign <u>in the Health information systems</u> and may possess a security clearance.</p> <p>Functional Responsibility. Healthcare Business Integration Consultant (4)s apply their advanced skills and experience in systems development, detailed knowledge</p>	5	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<p>of business processes, technical background and supervisory skills to implement health information technology related business solutions. On Explore Digits projects, Healthcare Business Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Healthcare Business Integration Consultant (4) is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> • Develop functional and technical information system designs • Supervise Healthcare Business Integration Analysts in the development of software designs, computer programming, system testing or training curricula • Lead business process redesign teams in the development of new business process architectures • Design training programs for information systems users • Participate in quality reviews to ensure work complies with specified standards • Develop team work plans • Perform workflow analyses • Design and manage databases • Define information systems requirements • Assist in project budget preparation 		

Education Substitutions for Additional 54141HEAL Labor Categories:

Degree	Experience Equivalent
Bachelors	Associates degree plus two years' experience
Masters	Bachelors degree plus two years of experience, or Associates degree plus four years experience
PhD/Doctorate	Masters degree plus two years experience or Bachelors degree plus four years experience or Associates degree plus six years experience

The years of experience substituted may be used to satisfy education requirements.

Completion of higher education which has not yet resulted in a degree may be counted as one-for-one years of experience for each year of higher education and may be used to satisfy education requirements.

Experience Substitutions for Additional 54151HEAL Labor Categories:

Advanced Degree	Equal-To Years of Experience
Masters	Two years
PhD/Doctorate	Four years

May be used to satisfy experience requirements when the minimum Education requirements are met.

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
Healthcare Subject Matter Expert 3	<p>The Healthcare Subject Matter Expert 3 has <u>health information technology</u> industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Healthcare Subject Matter Expert 3 is highly experienced in the industry with regard to the stated information technology. The Healthcare Subject Matter Expert 3 provides thought leadership related to current and future customer plans with regard to the stated information technology <u>such as connected health; electronic health records; emerging research; health analytics; health informatics; health information exchanges; Innovative solutions; personal health information management; and other health IT services.</u></p>	15	Bachelors
Healthcare Technical Architect 2	<p>The Healthcare Technical Architect 2 provides thought leadership related to current and future customer plans with regard</p>	10	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<p>to the stated health information technology. The Technical Architect 2 possesses knowledge of the future direction and trends associated with health information technology. The Healthcare Technical Architect 2s have experience in designing and implementing information architecture solutions for \ information technology. The Healthcare Technical Architect 2 designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross- functional requirements and interfaces.</p>		
<p>Healthcare System Administrator 1</p>	<p>Healthcare System Administrator 1s may develop, run tests on, implement, or maintain operating system and related software for the health information technology. The Healthcare System Administrator 1s establish and implement standards for computer operations for compatibility between hardware and software, according to specifications and parameters. This individual troubleshoots and/or resolves software, operating system, and networking problems. The Healthcare System Administrator 1 schedules, performs, or monitors system backups or, when necessary, performs data recoveries. The Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	<p>0</p>	<p>Bachelors in process</p>
<p>Healthcare Database Administrator 1</p>	<p>Healthcare Database Administrator 1 administers organization's databases, using database management system to organize and store data related to health information. The Healthcare Database Administrator 1 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	<p>0</p>	<p>Bachelors in process</p>

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
Healthcare Functional Specialist 1	<p>The Healthcare Functional Specialist 1s provide knowledge in industry, process or technology areas <u>related to health</u>. The Healthcare Functional Specialist 1 responsibilities may include</p> <ul style="list-style-type: none"> • Plan and manage the work of information systems project teams • Design and implement new organization structures, conceptual design and development of training curricula • Assist an organization to translate its vision and strategy into core human resource and business process • Lead clients through streamlining, reHealthcare Engineering and transforming business processes • Develop and execute project budgets <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	3	Bachelors

Healthcare Consultant 1	<p>Healthcare Consultant 1s apply their skills in such areas as systems development, knowledge of business processes, technical background or supervisory capacity to implement <u>health related</u> business solutions. For example, Healthcare Consultants may perform tasks such as</p> <ul style="list-style-type: none"> • Develop functional and technical information system designs • Supervise Healthcare Business Integration Analysts in the development of software designs, computer programming, system testing or training curricula • Lead business process redesign teams in the development of new business process architectures • Design training programs for information systems users • Participate in quality reviews to ensure work complies with specified standards • Develop team work plans • Perform workflow analyses • Design and manage databases • Define information systems requirements • Assist in project budget preparation. <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	<p>3</p>	<p>Bachelors</p>
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Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
Healthcare Engineer 1	<p>The Healthcare Engineer 1 provides knowledge in design, architecture, development and administration <u>of health information systems</u>. The Healthcare Engineer may</p> <ul style="list-style-type: none"> • Monitor existing systems for structural integrity. • Oversee the development and installation of new hardware and software. • Install and configure operating systems and other software and routinely test installed software for glitch detection and other issues. • Provide technical direction to IT support staff • Design and implement security systems and redundant backups to maintain data safety • Write custom scripts to reduce the need for human intervention, Create <u>scalable</u>, automated solutions for our customer base • Establish multi-platform versions of the software package • Write tests for existing and created code to ensure compatibility and stability • Evaluate, recommend, and implement automated test tools and strategies • Design, implement, and conduct test and evaluation procedures to ensure system requirements are met 	0	Bachelors in process

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<ul style="list-style-type: none"> Evaluate hardware and software and resolve LAN/MAN/WAN network related problems <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>		
Healthcare Help Desk Specialist	<p>The Healthcare Help Desk Specialist analyzes problems and provides technical assistance, support, and advice to end users for hardware, software, and systems through phone, email, or chat <u>related to health information systems</u>. This individual resolves computer software and hardware problems of users, and acts as a contact for users having problems using computer software, hardware, and operating systems. The Healthcare Help Desk Specialist answers questions, applying knowledge of computer software, hardware, systems, and procedures.</p>	2	Associates
Healthcare Programmer 1	<p>The Healthcare Programmer 1 is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming, and understands the business or function for which application is designed <u>related to health information</u>. The Healthcare Programmer may</p> <ul style="list-style-type: none"> Write programs according to specifications, which may be provided by Healthcare Engineers, Healthcare Technical Architects, or other computer scientists Update, repair, modify and expand existing computer programs <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	0	Bachelors In Process
Healthcare Program Analyst	<p>The Healthcare Program Analyst analyzes and critiques computer programs and systems, or develops new programs <u>related to health information technology</u>. The Healthcare Program Analyst may</p> <ul style="list-style-type: none"> Review user's requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current system, and computer capabilities Outline steps required to develop programs, using structured analysis and design Plan, develop, test, and document computer programs, applying knowledge of programming techniques and computer systems 	2	Bachelors

Healthcare Security Specialist 1	<p>The Healthcare Security Specialist 1 may identify or resolve highly complex issues to prevent cyberattacks on <u>health related</u> information systems or keep <u>health related</u> computer information systems secure from interruption of service, intellectual property theft, network viruses, data mining, financial theft, or theft of sensitive customer data, allowing business to continue as normal. The Healthcare Security Specialist designs, installs, and manages security mechanisms that protect networks and information systems against hackers, breaches, viruses, and spyware. This individual responds to incidents, investigates violations, and recommends enhancements to plug potential security gaps. Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	0	Bachelors
Healthcare Business Analyst 1	<p>The Healthcare Business Analyst 1 may provide knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. The Healthcare Business Analyst uses available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful <u>for health related</u> business solution.</p> <p>In addition, the Healthcare Business Analyst may</p> <ul style="list-style-type: none"> • Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress • Determine and document user requirements for business processes and abide by those requirements for future projects • Reviews and analyzes information, forecasts, methods, schedules, systems, processes and procedures • Provides expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	0	Bachelors

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT/IAM 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/IAM 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-

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-

(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.

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 CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM 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/IAM 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/IAM PROFESSIONAL SERVICES AND PRICING:

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
Business Integration Analyst 1	<p>General Experience: Business Integration Analysts (1s) have been trained in systems development and/or training methodologies and may possess a security clearance.</p> <p>Functional Responsibility: Business Integration Analyst (1)s apply their strong analytical and technical skills to assist in implementing business solutions.</p> <p>Business Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Integration Analyst (1) is qualified to perform tasks such as:</p> <ul style="list-style-type: none">• Document an organization's current business process flows• Design, code and test functional components of information systems according to project specifications• Identify and document functional requirements for information systems• Develop project documentation and user training materials according to program specifications• Conduct user training sessions• Prepare communications plans• Produce database extracts	0	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<ul style="list-style-type: none"> • Provide technical support to software development teams • Perform program management support tasks, such as status reporting and work plan maintenance 		
Business Integration Analyst 4	<p>General Experience: Business Integration Analysts (4)s possess at least 2 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.</p> <p>Functional Responsibility: Business Integration Analyst (4)s apply their strong analytical and technical skills to assist in implementing business solutions.</p> <p>Business Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Integration Analyst (4) is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> • Document an organization’s current business process flows 	2	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<ul style="list-style-type: none"> • Design, code and test functional components of information systems according to project specifications • Identify and document functional requirements for information systems • Develop project documentation and user training materials according to program specifications • Conduct user training sessions • Prepare communications plans • Produce database extracts • Provide technical support to software development teams • Perform program management support tasks, such as status reporting and work plan maintenance 		
Business Integration Consultant 1	<p>General Experience. Business Integration Consultant (1)s possess at least 2 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.</p> <p>Functional Responsibility. Business Integration Consultant (1)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture projects, Business Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Integration Consultant (1) is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> • Develop functional and technical information system designs • Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula • Lead business process redesign teams in the development of new business process architectures • Design training programs for information systems users 	2	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<ul style="list-style-type: none"> • Participate in quality reviews to ensure work complies with specified standards • Develop team work plans • Perform workflow analyses • Design and manage databases • Define information systems requirements • Assist in project budget preparation 		
Business Integration Consultant 4	<p>General Experience. Business Integration Consultant (4)s possess at least 5 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.</p> <p>Functional Responsibility. Business Integration Consultant (4)s apply their advanced skills and experience in systems development, detailed knowledge</p>	5	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<p>of business processes, technical background and supervisory skills to implement business solutions. On Accenture projects, Business Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Integration Consultant (4) is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> • Develop functional and technical information system designs • Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula • Lead business process redesign teams in the development of new business process architectures • Design training programs for information systems users • Participate in quality reviews to ensure work complies with specified standards • Develop team work plans • Perform workflow analyses • Design and manage databases • Define information systems requirements • Assist in project budget preparation 		

Education Substitutions for Additional 54151S Labor Categories:

Degree	Experience Equivalent
Bachelors	Associates degree plus two years' experience
Masters	Bachelors degree plus two years of experience, or Associates degree plus four years experience
PhD/Doctorate	Masters degree plus two years experience or Bachelors degree plus four years experience or Associates degree plus six years experience

The years of experience substituted may be used to satisfy education requirements.

Completion of higher education which has not yet resulted in a degree may be counted as one-for-one years of experience for each year of higher education and may be used to satisfy education requirements

Experience Substitutions for Additional 54151S Labor Categories:

Advanced Degree	Equal-To Years of Experience
Masters	Two years
PhD/Doctorate	Four years

May be used to satisfy experience requirements when the minimum Education requirements are met.

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
Subject Matter Expert 3	The Subject Matter Expert 3 has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert 3 is highly experienced in the industry with regard to the stated information technology. The Subject Matter Expert 3 provides thought leadership related to current and future customer plans with regard to the stated information technology.	15	Bachelors
Technical Architect 2	The Technical Architect 2 provides thought leadership related to current and future customer plans with regard	10	Bachelors

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<p>to the stated information technology. The Technical Architect 2 possesses knowledge of the future direction and trends associated with information technology. The Technical Architect 2s have experience in designing and implementing information architecture solutions for \ information technology. The Technical Architect 2 designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross- functional requirements and interfaces.</p>		
System Administrator 1	<p>System Administrator 1s may develop, run tests on, implement, or maintain operating system and related software. The System Administrator 1s establish and implement standards for computer operations for compatibility between hardware and software, according to specifications and parameters. This individual troubleshoots and/or resolves software, operating system, and networking problems. The System Administrator 1 schedules, performs, or monitors system backups or, when necessary, performs data recoveries. The Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	0	Bachelors in process
Database Administrator 1	<p>Database Administrator 1 administers organization's databases, using database management system to organize and store data. The Database Administrator 1 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	0	Bachelors in process

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
Functional Specialist 1	<p>The Functional Specialist 1s provide knowledge in industry, process or technology areas. The Functional Specialist 1 responsibilities may include</p> <ul style="list-style-type: none"> • Plan and manage the work of information systems project teams • Design and implement new organization structures, conceptual design and development of training curricula • Assist an organization to translate its vision and strategy into core human resource and business process • Lead clients through streamlining, reengineering and transforming business processes • Develop and execute project budgets <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	3	Bachelors

<p>Consultant 1</p>	<p>Consultant 1s apply their skills in such areas as systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Consultants may perform tasks such as</p> <ul style="list-style-type: none"> • Develop functional and technical information system designs • Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula • Lead business process redesign teams in the development of new business process architectures • Design training programs for information systems users • Participate in quality reviews to ensure work complies with specified standards • Develop team work plans • Perform workflow analyses • Design and manage databases • Define information systems requirements • Assist in project budget preparation. <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	<p>3</p>	<p>Bachelors</p>
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Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
Engineer 1	<p>The Engineer 1 provides knowledge in design, architecture, development and administration. The Engineer may</p> <ul style="list-style-type: none"> • Monitor existing systems for structural integrity. • Oversee the development and installation of new hardware and software. • Install and configure operating systems and other software and routinely test installed software for glitch detection and other issues. • Provide technical direction to IT support staff • Design and implement security systems and redundant backups to maintain data safety • Write custom scripts to reduce the need for human intervention, Create scaleable, automated solutions for our customer base • Establish multi-platform versions of the software package • Write tests for existing and created code to ensure compatibility and stability • Evaluate, recommend, and implement automated test tools and strategies • Design, implement, and conduct test and evaluation procedures to ensure system requirements are met 	0	Bachelors in process

Labor Category Name	Labor Category Description	Min Yrs Experience	Min Education
	<ul style="list-style-type: none"> Evaluate hardware and software and resolve LAN/MAN/WAN network related problems <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>		
Help Desk Specialist	<p>The Help Desk Specialist analyzes problems and provides technical assistance, support, and advice to end users for hardware, software, and systems through phone, email, or chat. This individual resolves computer software and hardware problems of users, and acts as a contact for users having problems using computer software, hardware, and operating systems. The Help Desk Specialist answers questions, applying knowledge of computer software, hardware, systems, and procedures.</p>	2	Associates
Programmer 1	<p>The Programmer 1 is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming, and understands the business or function for which application is designed. The Programmer may</p> <ul style="list-style-type: none"> Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists Update, repair, modify and expand existing computer programs <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	0	Bachelors In Process

Program Analyst	<p>The Program Analyst analyzes and critiques computer programs and systems, or develops new programs. The Program Analyst may</p> <ul style="list-style-type: none"> • Review user’s requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current system, and computer capabilities • Outline steps required to develop programs, using structured analysis and design • Plan, develop, test, and document computer programs, applying knowledge of programming techniques and computer systems 	2	Bachelors
Security Specialist 1	<p>The Security Specialist 1 may identify or resolve highly complex issues to prevent cyberattacks on information systems or keep computer information systems secure from interruption of service, intellectual property theft, network viruses, data mining, financial theft, or theft of sensitive customer data, allowing business to continue as normal. The Security Specialist designs, installs, and manages security mechanisms that protect networks and information systems against hackers, breaches, viruses, and spyware. This individual responds to incidents, investigates violations, and recommends enhancements to plug potential security gaps. Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	0	Bachelors

<p>Business Analyst 1</p>	<p>The Business Analyst 1 may provide knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. The Business Analyst uses available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution.</p> <p>In addition, the Business Analyst may</p> <ul style="list-style-type: none"> • Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress • Determine and document user requirements for business processes and abide by those requirements for future projects • Reviews and analyzes information, forecasts, methods, schedules, systems, processes and procedures • Provides expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis <p>Level 1 performs more routine aspects of the position and is supervised by higher levels.</p>	<p>0</p>	<p>Bachelors</p>
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PRICE LIST for 54151S:

Labor Category	2019 GSA Price w/IFF Customer Facility	2019 GSA Price w/IFF Contractor Facility - ED	2020 GSA Price w/IFF Customer Facility	2020 GSA Price w/IFF Contractor Facility - ED	2021 GSA Price w/IFF Customer Facility	2021 GSA Price w/IFF Contractor Facility - ED	2022 GSA Price w/IFF Customer Facility	2022 GSA Price w/IFF Contractor Facility - ED	2023 GSA Price w/IFF Customer Facility	2023 GSA Price w/IFF Contractor Facility - ED
Business Integration Analyst 1	\$109.90	\$118.22	\$112.87	\$121.41	\$115.91	\$124.69	\$119.04	\$128.06	\$122.26	\$131.52
Business Integration Analyst 4	\$149.03	\$157.72	\$153.05	\$161.98	\$157.19	\$166.35	\$161.43	\$170.85	\$165.79	\$175.46
Business Integration Consultant 1	\$134.13	\$142.82	\$137.75	\$146.68	\$141.47	\$150.64	\$145.29	\$154.70	\$149.21	\$158.88
Business Integration Consultant 4	\$176.39	\$184.63	\$181.15	\$189.62	\$186.04	\$194.73	\$191.07	\$199.99	\$196.23	\$205.39
SME 3	\$301.80	\$314.38	\$309.95	\$322.86	\$318.32	\$331.58	\$326.91	\$340.53	\$335.74	\$349.73
Technical Architect 2	\$235.07	\$244.87	\$241.42	\$251.48	\$247.94	\$258.27	\$254.63	\$265.24	\$261.50	\$272.41
System Administrator 1	\$110.32	\$114.91	\$113.30	\$118.01	\$116.36	\$121.20	\$119.50	\$124.47	\$122.73	\$127.83
Database Administrator 1	\$110.32	\$114.91	\$113.30	\$118.01	\$116.36	\$121.20	\$119.50	\$124.47	\$122.73	\$127.83
Functional Specialist 1	\$119.17	\$124.14	\$122.39	\$127.49	\$125.69	\$130.93	\$129.09	\$134.47	\$132.57	\$138.10
Consultant 1	\$113.28	\$118.00	\$116.34	\$121.19	\$119.48	\$124.46	\$122.71	\$127.82	\$126.02	\$131.27
Engineer 1	\$107.56	\$112.03	\$110.46	\$115.05	\$113.45	\$118.16	\$116.51	\$121.35	\$119.66	\$124.62
Help Desk Specialist	\$75.75	\$79.14	\$77.80	\$81.28	\$79.90	\$83.47	\$82.05	\$85.73	\$84.27	\$88.04
Programmer 1	\$84.56	\$88.34	\$86.84	\$90.72	\$89.19	\$93.17	\$91.60	\$95.69	\$94.07	\$98.27
Program Analyst	\$109.65	\$114.57	\$112.61	\$117.66	\$115.65	\$120.84	\$118.77	\$124.10	\$121.98	\$127.45
Security Specialist 1	\$108.28	\$112.81	\$111.20	\$115.85	\$114.21	\$118.98	\$117.29	\$122.19	\$120.46	\$125.49
Business Analyst 1	\$110.32	\$114.91	\$113.30	\$118.01	\$116.36	\$121.20	\$119.50	\$124.47	\$122.73	\$127.83

PRICE LIST for 54151HEAL:

Labor Category	2019 GSA Price w/IFF Customer Facility	2019 GSA Price w/IFF Contractor Facility - ED	2020 GSA Price w/IFF Customer Facility	2020 GSA Price w/IFF Contractor Facility - ED	2021 GSA Price w/IFF Customer Facility	2021 GSA Price w/IFF Contractor Facility - ED	2022 GSA Price w/IFF Customer Facility	2022 GSA Price w/IFF Contractor Facility - ED	2023 GSA Price w/IFF Customer Facility	2023 GSA Price w/IFF Contractor Facility - ED
Health Business Integration Analyst 1	\$109.90	\$118.22	\$112.87	\$121.41	\$115.91	\$124.69	\$119.04	\$128.06	\$122.26	\$131.52
Health Business Integration Analyst 4	\$149.03	\$157.72	\$153.05	\$161.98	\$157.19	\$166.35	\$161.43	\$170.85	\$165.79	\$175.46
Health Business Integration Consultant 1	\$134.13	\$142.82	\$137.75	\$146.68	\$141.47	\$150.64	\$145.29	\$154.70	\$149.21	\$158.88
Health Business Integration Consultant 4	\$176.39	\$184.63	\$181.15	\$189.62	\$186.04	\$194.73	\$191.07	\$199.99	\$196.23	\$205.39
Health SME 3	\$301.80	\$314.38	\$309.95	\$322.86	\$318.32	\$331.58	\$326.91	\$340.53	\$335.74	\$349.73
Health Technical Architect 2	\$235.07	\$244.87	\$241.42	\$251.48	\$247.94	\$258.27	\$254.63	\$265.24	\$261.50	\$272.41
Health System Administrator 1	\$110.32	\$114.91	\$113.30	\$118.01	\$116.36	\$121.20	\$119.50	\$124.47	\$122.73	\$127.83
Health Database Administrator 1	\$110.32	\$114.91	\$113.30	\$118.01	\$116.36	\$121.20	\$119.50	\$124.47	\$122.73	\$127.83
Health Functional Specialist 1	\$119.17	\$124.14	\$122.39	\$127.49	\$125.69	\$130.93	\$129.09	\$134.47	\$132.57	\$138.10
Health Consultant 1	\$113.28	\$118.00	\$116.34	\$121.19	\$119.48	\$124.46	\$122.71	\$127.82	\$126.02	\$131.27
Health Engineer 1	\$107.56	\$112.03	\$110.46	\$115.05	\$113.45	\$118.16	\$116.51	\$121.35	\$119.66	\$124.62
Health Help Desk Specialist	\$75.75	\$79.14	\$77.80	\$81.28	\$79.90	\$83.47	\$82.05	\$85.73	\$84.27	\$88.04
Health Programmer 1	\$84.56	\$88.34	\$86.84	\$90.72	\$89.19	\$93.17	\$91.60	\$95.69	\$94.07	\$98.27
Health Program Analyst	\$109.65	\$114.57	\$112.61	\$117.66	\$115.65	\$120.84	\$118.77	\$124.10	\$121.98	\$127.45
Health Security Specialist 1	\$108.28	\$112.81	\$111.20	\$115.85	\$114.21	\$118.98	\$117.29	\$122.19	\$120.46	\$125.49
Health Business Analyst 1	\$110.32	\$114.91	\$113.30	\$118.01	\$116.36	\$121.20	\$119.50	\$124.47	\$122.73	\$127.83

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (Ravi Hubbly, phone: 703-217-1487; rhubly@exploredigits.com).

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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

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

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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