



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

MULTIPLE AWARD SCHEDULE

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system.

The INTERNET address GSA Advantage!® is: GSAAdvantage.gov

Schedule Title: General Purpose Commercial Information Technology Equipment, Software and Services

FSC Group, Part, and Section or Standard Industrial Group: MAS

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Contract number: 47QTCA20D003V

Period of Performance: December 31, 2019 through December 30, 2024

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov Contract period.

T. White Parker Associates, Incorporated

22636 Davis Drive
Suite 345
Sterling, VA 20164

877-323-7868 ph
703-230-6974 fax

<https://www.twhiteparker.com/>

Contract administration source: Lloyd Parker, 703-230-6970, twp_contracts_mgr@twhiteparker.com

Business size: Small Business, Small Disadvantaged Business and Women-Owned Small Business.

CUSTOMER INFORMATION:

1a. **Awarded Special Item Number:** 54151S- Information Technology Professional Services, 54151SRC – Recovery Purchasing for Information Technology Professional Services and 54151SSLOC – State and Local Information Technology Professional Services.

1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** Project Manager I for \$111.17, per hour for each SIN.

- 1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided – see pages 7 to 9 and pricing on page 9.
2. **Maximum Order:** \$500,000.
3. **Minimum Order:** \$100.00
4. **Geographic coverage (delivery area):** Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

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

The Geographic Scope of Contract will be domestic and overseas.
5. **Point of Production:** Sterling, VA 20164, Fairfax County
6. **Discount from list prices or statement of net price:** The services prices are the net prices.
7. **Quantity discounts:** Additional 1% discount for single orders of \$1,000,000 or more.
8. **Prompt Payment Terms.** Net 30.

Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Acceptable.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Acceptable.
10. **Foreign items:** Not applicable.
- 11a. **Time of delivery:** As mutually agreed with each ordering activity.
- 11b. **Expedited Delivery:** As mutually agreed with each ordering activity.
- 11c. **Overnight and 2-day delivery.** As mutually agreed with each ordering activity.
- 11d. **Urgent Requirements:** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.
12. **F.O.B. Point:** DEST.
- 13a. **Ordering Address:** 22636 Davis Drive, Suite 345 Sterling, VA 20164.
- 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:** 22636 Davis Drive, Suite 345 Sterling, VA 20164.

15. **Warranty provision:** Workmanlike manner.
16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** None.
18. **Terms and conditions of rental, maintenance, and repair:** Not applicable.
19. **Terms and conditions of installation:** Not applicable.
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.
- 20a. **Terms and conditions for any other services:** None.
21. **List of service and distribution points:**
22. **List of participating dealers:** None.
23. **Preventive maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes** (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.
- 24b. **Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found:** Not Applicable.

The EIT standards can be found at: www.Section508.gov/.
25. **Data Universal Number System (DUNS) number:** 192244742.
26. **Notification regarding registration in Beta System for Award Management (SAM) database:** Yes.

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 Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- 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 Professional Services.

9. **INDEPENDENT CONTRACTOR**

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

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. **INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. **PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor- Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I - FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
- (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. **RESUMES**

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

14. **INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. **APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. **DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

Subject Matter Expert (SME) I

Minimum Experience: 10 years.

Functional Duties: Provides specialty IT consultation, advisory services, and broad analysis for clients and customers. Works with leadership, technical staff and end user groups to evaluate, recommend and solve technical IT problems related to specific area(s) of expertise. Evaluates existing systems and/or user requirements to analyze, design, recommend, and implement IT system changes. Relies on IT experience and judgment to plan and accomplish goals. Performs a variety of complicated IT tasks and a wide degree of creativity is expected. May lead and direct the work of others.

Minimum Education Level: A Master's Degree.

Substitutions: 15 year. of professional work experience as a SME may substitute, in lieu of a Master's degree.

Program Manager I

Minimum Experience: 8 years.

Functional Duties: Responsible for all aspects of the development and implementation of assigned IT projects and provides a single point of contact for those projects. Assists in the definition of project scope and objectives. Assists in the development of detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

Minimum Education: Bachelor's degree.

Required Certification: PMP

Substitutions: 10 years of professional work experience as a Program Manager, in lieu of Bachelor's degree.

Program Manager II

Minimum Experience: 10 years.

Functional Duties: Responsible for all aspects of the development and implementation of assigned IT projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Serves as the team leader with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems. team.

Recommends and takes action to direct the analysis and solutions of problems.

Minimum Education: Master's Degree.

Required Certification: PMP

Substitutions: 15 years of relevant professional work experience as a Program Manager, in lieu of Master's degree.

Project Manager I

Minimum Experience: 4 years.

Functional Duties: Responsible for all aspects of the development and implementation of assigned IT projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems. team. Recommends and takes action to direct the analysis and solutions of problems.

Minimum Education: Bachelor's degree.

Substitutions: 7 years of relevant professional work experience as a Project Manager, in lieu of a Bachelor's degree.

IT Specialist

Minimum Experience: 4 years.

Functional Duties: Provide direct support to product support teams comprised of owners, senior stakeholders, development vendors and data/content managers; Apply sound SCRUM principles to development environment with the ability to offer advisory support and training as needed; Gather requirements from a variety of sources, vet and qualify them and add them to the backlog; Serve as a liaison between Federal leaders and technical teams, artfully work toward agreement on requirements and implementation approaches; Facilitate joint application development sessions, develop and maintain test scripts and lead testing activities; Support advanced communications efforts across the enterprise user base related to upcoming releases, features, capabilities etc.; IT governance and configuration control experience. Strong understanding of Agile development methods with several years of experience Extensive software requirements gathering experience Web-based technology development and support experience. Able to logically structure sprints (builds, releases) to maximize value Ability to communicate with end-customer/stakeholders of varying levels of seniority.

Minimum Education: Bachelor's degree

Required Certifications: Certified Scrum Master (CSM) or Certified Scrum Product Owner (CSPO).

Substitutions: 7 years of relevant professional work experience as an IT Specialist, in lieu of degree.

GSA Rates performed On-Site at Customer Facility

SIN	Labor Category	12-31-2019 to 12-30-2020	12-31-2019 to 12-30-2020	12-31-2019 to 12-30-2020	12-31-2019 to 12-30-2020	12-31-2019 to 12-30-2020
	Subject Matter Expert (SME) I	\$161.41	\$165.12	\$168.92	\$172.80	\$176.78
	Program Manager I	\$145.21	\$148.55	\$151.97	\$155.46	\$159.04
	Program Manager II	\$189.38	\$193.74	\$198.19	\$202.75	\$207.41
	Project Manager I	\$111.17	\$113.73	\$116.35	\$119.02	\$121.76
	IT Specialist	\$156.69	\$160.29	\$163.98	\$167.75	\$171.61