AUTHORIZED FEDERAL ACQUISITION SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

Contractor has been awarded all Special Item Numbers under the cooperative purchasing program.

SIN 54151S (formerly(132-51) - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Automated News Services, Data Services, or Other Information Services. Buying data, the electronic equivalent of books, periodicals, newspapers, etc.
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and ordering activities are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

Golden IT LLC
804 N Meadowbrook Dr Ste 142
Olathe, KS 66062
(913)-370-6165
(320) 323-0692 (Fax)
www.goldenit.us

Contract Number: 47QTCA20D006A
Period Covered by Contract: 02/19/2020 to 02/18/2025
General Services Administration Federal Acquisition Service
Woman owned small business

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at http://www.fss.gsa.gov/

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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

[X] The Geographic Scope of Contract will be domestic and overseas delivery.
[ ] The Geographic Scope of Contract will be overseas delivery only.
[ ] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR's ORDERING ADDRESS AND PAYMENT INFORMATION:

Golden IT LLC
804 N Meadowbrook Dr Ste 142
Olathe, KS 66062

Golden IT LLC is required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

(913)-370-6165

3. LIABILITY FOR INJURY OR DAMAGE

Golden IT LLC shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by Golden IT LLC, unless such injury or damage is due to the fault or negligence of Golden IT LLC.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 117111105
Block 30: Type of Contractor – **A. Small Disadvantaged Business/8(a)/Women owned**
Block 31: Woman-Owned Small Business - **Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): 83-4443686

4a. CAGE Code: 8CW16
4b. Notification regarding registration in System For Award Management (SAM) database: Registered.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: Golden IT LLC shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Numbers	Normal Delivery Time	Expedited Delivery Time
54151S	**30 days**	**As negotiated**

b. 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.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: *None*
b. Quantity: *None*
c. Dollar Volume: *None*
d. Government Educational Institutions: *None*
e. Other: *None*

8. TRADE AGREEMENTS ACT of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: Not applicable.

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is $100.00.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

a. The Maximum Order value for the following Special Item Numbers (SINs) is $1,000,000:

Special Item Number 54151S - Information Technology (IT) Professional Services

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine

whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges. NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate)

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

(1) Manufacturer;
(2) Manufacturer's Part Number; and
(3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.fss.gsa.gov/.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia.

Upon request of Golden IT LLC, the ordering activity may provide Golden IT LLC with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis and will only be provided to the Golden IT LLC technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 54151S.

23. SECTION 508 COMPLIANCE:

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:
www.goldenit.us.
The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective:

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

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

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. Golden IT LLC shall provide services at Golden IT LLC facility and/or at the ordering activity location, as agreed to by Golden IT LLC and the ordering activity.

2. PERFORMANCE INCENTIVES

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 in accordance with this clause.

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/EC 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 Golden IT LLC, 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 Golden IT LLC, 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, Golden IT LLC 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 Golden IT LLC, 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, Golden IT LLC 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 Golden IT LLC cost properly allocable to, the performance of any part of this contract; and

(2) Golden IT LLC 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

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

Golden IT LLC 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 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Golden IT LLC access to all facilities necessary to perform the requisite IT/EC Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by Golden IT LLC 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

Golden IT LLC, upon completion of the work ordered, shall submit invoices for IT 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 Golden IT LLC, 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

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 SERVICES AND PRICING

Golden IT LLC offers information technology professional services based on the labor categories provided later in this document.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Golden IT LLC 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 demonstrates 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 ensure 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:

Ms. Maninder Kaur
Golden IT LLC
804 N Meadowbrook Dr Ste 142
Olathe, KS 66062
(913)-370-6165
mkaur@goldenit.us

PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act _____ (ordering activity) and _____ (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

_____		_____	
Ordering Activity	Date	Contractor	Date

BPA NUMBER_____

(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 an ordering activity's 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 or 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 Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

GOLDEN IT LLC

PRICE SHEET AND LABOR CATEGORY DESCRIPTIONS

PRICE SHEET FOR SIN 54151S
PROPOSED LABOR CATEGORIES AND RATES
February 19. 2020

Labor Category	Rate
Business Systems Analyst I	$80.51
Business Systems Analyst II	$113.39
Business Systems Analyst III	$124.68
Business Systems Analyst IV	$139.64
Business Systems Consultant I	$179.03
Business Systems Consultant II	$195.53
Business Systems Consultant III	$197.62
Computer Graphics Specialist	$81.53
Database Specialist I	$118.93
Database Specialist II	$139.73
Database Specialist III	$157.62
Database Specialist IV	$185.15
Data Entry I*	$47.57
Help Desk & Support Specialist I	$54.84
Help Desk & Support Specialist II	$67.35
Help Desk & Support Specialist III	$74.81
Help Desk & Support Specialist IV	$82.02
Networking Specialist I	$101.28
Networking Specialist II	$123.08
Networking Specialist III	$125.18
Project Manager I	$144.63
Project Manager II	$167.52
Project Manager III	$199.49
Security/IA Specialist I	$128.07
Security/IA Specialist II	$139.64
Security/IA Specialist III	$207.60
Software/IS Specialist I	$84.78
Software/IS Specialist II	$114.11
Software/IS Specialist III	$159.59
Software/IS Specialist IV	$168.02
Software/IS Specialist V	$193.35
Subject Matter Expert I	$222.91
Subject Matter Expert II	$225.21
Subject Matter Expert III	$256.83
Subject Matter Expert IV	$270.16
Technical Writer I*	$74.81
Technical Writer II*	$105.77
Technical Writer III*	$108.47

IFF: The rates above include the GSA IFF fee of 0.75%.
* These labor categories can only be ordered in conjunction with the other labor categories.

LABOR CATEGORY DESCRIPTIONS

Golden IT LLC offers a range of labor categories which can provide the skill sets needed to perform the professional services offered at hourly rates.

A. Subject Matter Experts

Subject Matter Expert IV
Functional Responsibilities: Provides executive-level technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization 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.
Minimum Experience: 20 or more years of relevant experience
Minimum Education: Doctorate degree or equivalent

Subject Matter Expert III
Functional Responsibilities: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications 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.
Minimum Experience: 15-19 years of relevant experience
Minimum Education: Master's degree or equivalent

Subject Matter Expert II
Functional Responsibilities: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists 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.
Minimum Experience: 8-14 years of relevant experience
Minimum Education: Bachelor's degree or equivalent

Subject Matter Expert I
Functional Responsibilities: Serves as a junior-level subject matter technical expert in areas relating to management services, information technology services, and other subject areas. Provides guidance to the technical staff on technology innovations, knowledge/procedures/processes/policies reflecting detailed knowledge of functional areas included in contract.
Minimum Experience: 2-7 years of relevant experience
Minimum Education: Bachelor's degree or equivalent

B. Project Management

Project Manager III
Functional Responsibilities: Responsible for large, complex task orders (or a group of task orders affecting the same common/standard/migration system) and shall work with the Government Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems. Directs completion of tasks within estimated time frames and

budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Plans and directs technological improvements and project management implementation. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel. Provides business, technical, and personnel management across multiple projects, such as engineering studies, computer applications, and systems development.
Minimum Experience: 12 or more years of relevant experience
Minimum Education: Bachelor's Degree or equivalent.

Project Manager II
Functional Responsibilities: Serves as the contractor's contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity. Ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s).
Minimum Experience: 8-11 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Project Manager I
Functional Responsibilities: Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.
Minimum Experience: 4-7 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

C. Systems Analyst

Business Systems Consultant III
Functional Responsibilities: Serves in a leadership or senior advisory role to the client in a specific area of functional or technical expertise to make recommendations that have an enterprise-wide impact in areas such as strategy, architecture, evaluation and selection of alternative approaches, implementation issues, and business process improvement. Includes the development of white papers, strategic planning documents, trade-off analyses, gap analyses, ROI justifications, study recommendations, concept of operations, enterprise architecture, and other documents.
Minimum Experience: 10 or more years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Business Systems Consultant II
Functional Responsibilities: Applies a business-wide set of disciplines for the planning, analysis, design and construction of information systems on a business-wide basis or across a major sector of the business. Performs business strategic systems planning, information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools such as Integrated Computer Aided Software Engineering (I-CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration of strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.
Minimum Experience: 6-9 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Business Systems Consultant I
Functional Responsibilities: Business Systems Consultants are experts in emerging information technologies and innovation; business; healthcare; government; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies expert knowledge to determine accuracy and reasonableness of data. Documents and summarizes the results of research; develops and recommends creative and innovative solutions to the customer's problems.
Minimum Experience: 3-5 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Business Systems Analyst IV
Functional Responsibilities: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Coordinates with the Project Manager to ensure solutions for problems and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.
Minimum Experience: 10 or more years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Business Systems Analyst III
Functional Responsibilities: Analyzes and evaluates user needs and identifies resources required for each task to determine functional requirements; conceptualizes, develops, and implements complex systems designed to meet client requirements; defines systems objectives and prepares system design specifications to meet requirements; designs, develops, implements, and tests new systems or modifies existing systems that meet the user's needs; codes applications and tests to software requirements; writes or updates software specifications; analyzes procedures and systems to refine their formulation and convert to programmable formats; analyzes data requirements to determine data source and destinations; coordinates with client to define problem, determine data availability, report requirements, and resolve system design problems; creates logical data models based on functional requirements; performs quality review of specifications for internal and external delivery; troubleshoots and provides technical support and solutions to users; develops analytical tools for use in the design and redesign of programs as assigned; may serve as a technical team or task lead.
Minimum Experience: 6-9 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Business Systems Analyst II
Functional Responsibilities: Responsible for identifying and documenting all specific functional requirements associated with implementing the application. Develops a comprehensive functional description of current and future system and process requirements through structured interviews, focus groups, documentation review and other data gathering techniques. Interfaces with technical personnel to identify specific system requirements and risks. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.
Minimum Experience: 3-5 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Business Systems Analyst I
Functional Responsibilities: Analyzes user needs and identifies resources required for each task to determine functional requirements; codes applications and tests to software requirements; assists in design and development of new systems or modifies existing systems that meet the user's needs; assists higher-level analysts in analyzing alternative systems, cost aspects and feasibility factors; writes or updates software specifications; records all inputs and outputs of systems, including file sizes, data bank requirements, variability of information and appropriate statistical measures such as frequency, volume, peaking, etc; prepares appropriate documentation for new or existing systems; troubleshoots and provides technical support and solutions to users.
Minimum Experience: 0-2 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent

D. Software Development

Software/IS Specialist V
Functional Responsibilities: Guides all phases of software development, including system design, analysis, architecture, and engineering; plans and directs the development of major programming projects and the installation of systems; programs, designs, analyzes, codes, implements, and tests software applications, modules, and databases in various languages, including those associated with scientific, technical, or engineering problems; performs process analyses in order to recommend improvements; performs system, network, and/or database administration, analysis, design, implementation, and testing; analyzes and documents client needs and requirements; provides technical support including providing technical solutions and training; writes, modifies, and maintains software documentation and specifications; performs a variety of testing for computer operating and/or network systems; performs data and technical analysis and information engineering; installs, configures, and troubleshoots various hardware and software platforms; may design and develop computer-based and/or multimedia courseware for customer training initiatives utilizing appropriate authoring languages, systems, animation and graphics software; participates in meetings and design reviews; prepares reports on analyses, findings, and project progress; may supervise and direct the work of lower-level analysts; performs technical research on emerging technologies to determine impacts on application execution.
Minimum Experience: 10 or more years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Software/IS Specialist IV
Functional Responsibilities: Works independently designing and developing new software products or major enhancements to existing software. May lead a large development team in the design of highly complex presentation architecture. Responsible for project completion. Performs feasibility analysis on potential future web projects, and reports findings to management. Researches, designs, and develops computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. Analyzes software requirements to determine the feasibility of a design within requirement constraints. Consults with hardware engineers and other engineering staff members to evaluate interfaces between hardware and software and operational and performance requirements of the overall system. Formulates and designs software systems, using scientific analysis and mathematical models to predict and measure outcomes and consequences of design. Develops and directs software system testing, programming, and documentation. Consults with customers concerning maintenance of software system. Performs object oriented analysis, object oriented design and object oriented programming to develop computer systems. Develops cost proposals and project status reports. Develops documentation describing program design, program maintenance, and testing.
Minimum Experience: 7-9 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Software/IS Specialist III
Functional Responsibilities: Participates in the design, development, analysis, and implementation of software operating systems and software application programs; works under general supervision; performs software operating systems and application engineering, including full life cycle design and development; works from specifications to develop and modify operating systems and software applications; participates in the design, coding, testing, debugging, and documentation of programs; participates in the definition of limited design specifications and parameters; assists engineers or analysts with the hardware/software integration of the application or utility into software operating systems; analyzes system architecture requirements; performs requirements acquisition and definition and data analysis; may customize purchased applications; performs technical and subject matter research on emerging technologies to determine impacts on application execution; analyzes and documents client needs and requirements; participates in writing, modifying, and maintaining technical documentation and specifications such as user manuals, system documentation, and training materials; performs integration testing and support of various computer operating and/or network systems; troubleshoots and provides customer support for software operating system and application issues; maintains current knowledge of relevant hardware and software applications as assigned; participates in special projects as required.
Minimum Experience: 4-6 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent

Software/IS Specialist II
Functional Responsibilities: Designs and develops new software products or major enhancements to existing software. May lead a development team in the design of moderately complex presentation architecture. Performs feasibility analysis on potential future web projects to management. Implements, upgrades and maintains web sites on the Internet and Intranets. Maintains and monitors web site communication links. Monitors, analyzes and recommends strategies relevant to traffic on the web site. Insures that firewall mechanisms, virus protection and other security mechanisms operate effectively. Performs in all phases of Internet and Intranet site implementation and connection. Researches, designs, and develops computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. Formulates and designs software systems, using scientific analysis and mathematical models to predict and measure outcomes and consequences of design. Develops and directs software system testing, programming, and documentation. Consults with customers concerning maintenance of software system. Performs object oriented analysis, object oriented design and object oriented programming to develop computer systems. Develops cost proposals and project status reports. Develops documentation describing program design, program maintenance, and testing. Writes user manuals and operator manuals.
Minimum Experience: 2-3 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Software/IS Specialist I
Functional Responsibilities: Assists in the design, development, analysis, and implementation of software operating systems and software application programs; works under general supervision; does related work as required. Works from specifications to develop and modify operating systems and software applications; participates in the design, coding, testing, debugging, and documentation of programs; assists in the definition of limited design specifications and parameters; assists engineers or analysts with the hardware/software integration of the application or utility into software operating systems; assists in the analysis of system architecture requirements; may customize purchased applications; participates in the research of emerging technologies to determine impacts on application execution; analyzes and documents client needs and requirements; assists with writing, modifying, and maintaining technical documentation and specifications such as user manuals, system documentation, and training materials; performs integration testing and support of various computer operating and/or network systems; troubleshoots and provides customer support for software operating system and application issues; maintains current knowledge of relevant hardware and software applications as assigned.
Minimum Experience: 0-2 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

E. Database Development

Database Specialist IV
Functional Responsibilities: Manages the development of database projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on Database Management Systems (DBMS) concepts. Provides daily supervision and direction to support staff.
Minimum Experience: 10 or more years of relevant experience
Minimum Education: Master's Degree or equivalent.

Database Specialist III
Functional Responsibilities: Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases, controls access to the databases, assures safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Must be capable of defining all required database administration policies, procedures, standards, and guidelines. Acts as an authority on the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Minimum Experience: 7-9 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Database Specialist II
Functional Responsibilities: Designs, maintains, enhances, and codes relational databases; analyzes and determines information needs and elements, data relationships and attributes, data flow and storage requirements, and data output and reporting capabilities; develops data modeling and is responsible for data acquisition and access analysis and design, and archive, recovery, and load strategy design and implementation; coordinates new data development ensuring consistency and integration with existing data warehouse structure; reviews business requests for data and data usage, researches data sources for new and better data feeds; participates in continuous improvement efforts in enhancing performance and providing increased functionality; designs data structures to accommodate database production, storage, maintenance, and accessibility; develops screens and queries; tests designed applications; may perform upgrades and maintenance of hardware and software; provides technical support and guidance to users; maintains current knowledge of relevant hardware and software applications as assigned; may serve as team or technical task lead and provides guidance, problem solving expertise, and training to lower-level staff; participates in special projects as required.
Minimum Experience: 4-6 years of relevant experience.
Minimum Education: Bachelor's Degree or equivalent

Database Specialist I
Functional Responsibilities: The Database Specialist I (Programmer) performs a variety of tasks associated with the design, implementation and operation of database management systems. Uses knowledge gained through experience and information supplied relative to the technical or administrative aspects of the program to perform and/or support system analysis and design activities. Participates in meetings, design reviews, briefings, etc.; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor, modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered. The Programmer also participates in all phases of software development with emphasis on the design, coding, testing, documentation and acceptance phases. Interviews customers to understand requirements.
Minimum Experience: 0-3 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

F. Network Administration

Networking Specialist III
Functional Responsibilities: Provides expert level analysis of local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites, and configuring communication media with concentrators, bridges, and other devices. Resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like. Configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; directs various testing and the documentation of results; plans network layout design; may administer network security; may perform database administration; may supervise and direct the work of lower level personnel; serves as technical team or task lead.
Minimum Experience: 7 or more years of relevant experience
Minimum Education: Bachelor's degree or equivalent

Networking Specialist II
Functional Responsibilities: Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites, and configuring communication media with concentrators, bridges, and other devices; resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like. Configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; plans network layout design; may administer network security.
Minimum Experience: 4-6 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

Networking Specialist I
Functional Responsibilities: Performs basic engineering work concerned with the analysis, planning, designing, evaluating, selecting, and upgrading of network systems; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; configures systems for user environments; assists in telecommunications activities including planning, designing, installing, and maintaining large telecommunications networks; assists in the maintenance and operation of voice, video, and data communications systems; supports the acquisition of hardware and software as well as subcontractor services as needed.
Minimum/General Experience: 0-3 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

G. Documentation

Technical Writer III *
Functional Responsibilities: Directs the collection and organization of information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Prepares and edits documentation incorporating information provided by the user, specialist, analyst, programmer, and management personnel. Duties include writing, editing, and graphics presentation of technical information for both technical and non-technical personnel, and review of lower-level writers' output. Interprets technical documentation standards and prepares documentation accordingly.
Minimum Experience: 6 or more years of relevant experience
Minimum Education: Bachelor's degree or equivalent

Technical Writer II *
Functional Responsibilities: Assists in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Related experience in documentation efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Duties include writing, editing, and graphics presentation of technical information for both technical and non-technical personnel.
Minimum Experience: 3-5 years of relevant experience
Minimum Education: Associate's degree or equivalent

Technical Writer I *
Functional Responsibilities: Responsible for documentation development and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Checks documents for spelling, grammar, organization, consistency, and content. Ensures that documents follow the appropriate style guide.
Minimum Experience: 0-2 years of relevant experience
Minimum Education: Associate's degree or equivalent

H. Cyber Security

Security/IA Specialist III
Functional Responsibilities: Serves as senior member and/or leader of project teams in providing information security expertise, identifying security risks/vulnerabilities, and making and/or implementing recommendations to minimize and/or prevent security exposures for applications, systems, and networks, having an effect across the entire enterprise. Trains information security analysts on problem resolution and conformance requirements and may develop and conduct courses and/or develop reference manuals. Assists technical support groups in the design and testing of information security products to provide solutions for information security issues and ensure conformance to requirements. Develops/modifies security plans, architectures, policies, and procedures. Senior member of incident response teams.

Minimum Experience: 10 or more years of relevant experience
Minimum Education: Master's Degree or equivalent

Security/IA Specialist II
Functional Responsibilities: Leads or plays key role on project teams in system consolidation, information security software upgrades, and contingency management planning and execution. Trains information security analysts on problem resolution and conformance requirements by developing and conducting courses and explaining reference manuals. Assists technical support groups in the design and testing of information security products to provide solutions for information security issues and ensure conformance to requirements. Identifies and recommends solutions such as program or system modifications to prevent security exposures.
Minimum Experience: 6-9 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Security/IA Specialist I
Functional Responsibilities: Under general direction, analyzes basic customer security requirements and makes recommendations for improvement to information security data bases or platforms. Provides information security support, such as violation reports, PC security policies, and maintenance to customers. Promotes customer information security compliance, according to corporate and local security standards, by verifying data from preexisting audit programs. Investigates information security logging and violation reports and contacts managers as appropriate. Assists in system consolidations, software upgrades and internal information security investigations. Assists contingency management groups in planning and executing disaster recovery procedures.
Minimum Experience: 3-5 years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

I. Help Desk

Help Desk & Support Specialist IV
Functional Responsibilities: Has overall responsibility for help desk operations associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked, and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software.
Minimum Experience: 4 or more years of relevant experience
Minimum Education: Bachelor's Degree or equivalent

Help Desk & Support Specialist III
Functional Responsibilities: Performs installation, configuration, and upgrade of computer hardware and software; provides end-user software troubleshooting and support; applies advanced diagnostic techniques to identify problems, investigate causes, and recommend solutions; provides network troubleshooting and support; may participate in the administration and design of websites; participates in the administration of email systems; provides phone and help-desk support for local and off-site users; assists lower level technicians with complex problems.
Minimum Experience: 2-3 years of relevant experience
Minimum Education: Associate's Degree or equivalent

Help Desk & Support Specialist II
Functional Responsibilities: Participates in the installation, configuration, and upgrade of computer hardware and software; provides end-user software troubleshooting and support; applies diagnostic techniques to identify problems, investigate causes, and recommend solutions; provides network troubleshooting and support; assists in the administration of email systems; provides phone and help-desk support for local and off-site users.
Minimum Experience: 2-3 years of relevant experience
Minimum Education: Associate's Degree or equivalent

Help Desk & Support Specialist I
Functional Responsibilities: Assists with the installation, configuration, and upgrade of computer hardware and software; provides end-user software troubleshooting and support; applies basic diagnostic techniques to identify

problems, investigate causes, and recommend solutions; provides network troubleshooting and support; assists in the administration of email systems; provides phone and help-desk support for local and off-site users.
Minimum Experience: 0-1 year of relevant experience
Minimum Education: Associate's Degree or equivalent

J. Miscellaneous

Data Entry I *
Functional Responsibilities: Enters data into pre-defined input screens and databases. Relies on instructions and pre-established guidelines to perform the functions of the job.
Minimum Experience: 0-1 year of relevant experience
Minimum Education: High School Diploma or equivalent

Computer Graphics Specialist
Functional Responsibilities: Provides computer graphics design and development support to projects and designs user interface screens. Work is performed using graphic design software, user interface layout, publishing software, and other tools. Items produced include software users' manuals, software user interfaces and icons.
Minimum Experience: 0-1 year of relevant experience
Minimum Education: Associate's Degree or equivalent

ALLOWABLE SUBSTITUTION OF EDUCATION AND EXPERIENCE

The minimum education & experience will be met when considering educational equivalencies in the tables below.

An individual's educational achievement in excess of minimal requirements can be substituted for experience requirements: Minimal Education Requirement	Individual's Actual Education Achievement	Additional Years of Experience Credited the Employee
MA/MS	PhD.	4
BA/BS	PhD.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

* These labor categories can be ordered only in conjunction with the other labor categories.

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

SCA Labor Category Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Computer Graphics Specialist	Media Specialist I	13061
Data Entry I	Data Entry Operator I	01051