General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule
General Purpose Commercial Information Technology
Equipment, Software, and Services

Special Item No. 54151S Information Technology Professional Services

Contract Number: 47QTCA20D00AQ

Period Covered by Contract:
06/02/2020 to 06/01/2025

DUNS: 117218158

Orchid IT, LLC
10507 Weymouth ST
Bethesda, MD 20814
http://www.orchid-it.com

Contractor’s Administration Source:
Zee Qasem, Email: zee.qasem@orchid-it.com

Business Size: Small Business, Women-Owned Small Business
1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

SIN 54151S: Information Technology Professional

1b. IDENTIFICATION OF THE LOWEST PRICED MODEL NUMBER AND LOWEST UNIT PRICE FOR THAT MODEL FOR EACH SPECIAL ITEM NUMBER AWARDED IN THE CONTRACT:

Please see the pricelist below for details.

1c. IF THE CONTRACTOR IS PROPOSING HOURLY RATES, 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. IF HOURLY RATES ARE NOT APPLICABLE, INDICATE NOT APPLICABLE FOR THIS ITEM:

Please see the labor category descriptions below for details.

2. MAXIMUM ORDER*: $500,000

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

3. MIMINUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: 54151S – Worldwide;

5. POINT(S) OF PRODUCTION: 10507 Weymouth ST, Bethesda, MD 20814

6. DISCOUNT FROM LIST PRICES: Net GSA pricing is listed in the attached pricing table

7. QUANTITY DISCOUNT(S): 2% for orders equal to or greater than $100,000.00

8. PROMPT PAYMENT TERMS: 0%, Net 30 Days

9a. Government purchase cards are accepted at or below the micro-purchase threshold

9b. Government purchase cards are not accepted above the micro-purchase threshold

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: To be negotiated at the task order level

11b. EXPEDITED DELIVERY: To be negotiated at the task order level

11c. OVERNIGHT AND 2-DAY DELIVERY: To be negotiated at the task order level

11d. URGENT REQUIREMENTS: Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery

12. FOB POINT: Destination; 48 contiguous states and Washington, DC, as well as Alaska, Hawaii, and Puerto Rico
13a. ORDERING ADDRESS:
Orchid IT, LLC
10507 Weymouth ST
Bethesda, MD 20814

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3

14. PAYMENT ADDRESS:
Orchid IT, LLC
10507 Weymouth ST
Bethesda, MD 20814

15. WARRANTY PROVISION: N/A

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Accepted at and below the micro-purchase threshold

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable). N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 117218158

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Active, CAGE Code 8ETB1
SIN 54151S IT PROFESSIONAL SERVICE
PRICE SHEET

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 1 GSA PRICE + IFF</th>
<th>Year 2 GSA PRICE + IFF</th>
<th>Year 3 GSA PRICE + IFF</th>
<th>Year 4 GSA PRICE + IFF</th>
<th>Year 5 GSA PRICE + IFF</th>
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<tbody>
<tr>
<td>54151S</td>
<td>IT Consultant</td>
<td>$114.86</td>
<td>$117.39</td>
<td>$119.97</td>
<td>$122.61</td>
<td>$125.31</td>
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<td>54151S</td>
<td>Project Manager</td>
<td>$143.58</td>
<td>$146.74</td>
<td>$149.96</td>
<td>$153.26</td>
<td>$156.63</td>
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<td>54151S</td>
<td>Subject Matter Expert</td>
<td>$167.51</td>
<td>$171.19</td>
<td>$174.96</td>
<td>$178.81</td>
<td>$182.74</td>
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SIN 54151S IT PROFESSIONAL SERVICE
LABOR CATEGORY DESCRIPTION

Commercial Job Title: IT Consultant
Minimum/General Experience: 2 Years
Functional Responsibility: Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing systems needs, systems development, systems process analysis, design, and re-engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications. For example, Consultants may perform tasks such as: Develop functional and technical information system designs; Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula; Lead business process redesign teams in the development of new business process architectures; Design training programs for information systems users; Participate in quality reviews to ensure work complies with specified standards; Develop team work plans; Perform workflow analyses; Design and manage databases; Define information systems requirements; and Assist in project budget preparation.
Minimum Education: Bachelors in Computer Science

Commercial Job Title: Project Manager
Minimum/General Experience: 2 Years
Functional Responsibility: The Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or cross-functional requirements and resources required for each task. Responsible for all contract activities as a regular part of this role, performs it independently and normally without review by a supervisor or senior employee. Sets policies and procedures, technical standards and methods, and priorities of IT task. Coordinates the management of all work performed on tasks under the contract. Coordinates the efforts of subcontractors, team members, and vendors. Acts as the central point of contact with the Contracting Officer (CO), the Contracting Officer’s Representative (COR), and other client officials. Exercises full authority to act for the company in the performance of the required work and services under all task orders. Works independently, or under the general direction of senior level company management, on all phases of performance including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management. Reports to senior company management on contract and task performance and issues. Has direct accountability for the technical correctness, timeliness and quality of deliverables, and the implementation and measurement of corporate and client quality standards and methodologies. Has a broad and deep knowledge of the IT industry, business administration, and human resource management and has excellent oral and written communications skills.
Minimum Education: Bachelors in Computer Science

Commercial Job Title: Subject Matter Expert
Minimum/General Experience: 4 Years
Functional Responsibility: The Subject Matter Expert has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer
specification. The Subject Matter Expert is highly experienced in the industry with regard to the stated information technology. The Subject Matter Expert provides thought leadership related to current and future customer plans with regard to the stated information technology. 

Minimum Education: Bachelors in Computer Science

Section III Terms and Conditions for all IT Contractors

1) 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

2) Services Performed

a) All 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.

b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

3) Travel. Any Contractor travel required in the performance of services must comply with the Pub. L. 99-234 and FAR Part 31.205-46, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

4) Warranty

a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

b) The Contractor's commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements, if applicable.

c) Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

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<td>Section</td>
<td>Title</td>
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<td>PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)</td>
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<td>SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)</td>
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