

Federal Supply Service

Authorized Federal Supply Schedule Price List

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](http://GSAAdvantage.gov).

**INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

**Special Item No. 54151S - Information Technology Professional Services**

**SPECIAL ITEM NUMBER 54151S - 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 D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under Schedule 76)  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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**CONTRACT NUMBER: 47QTCA20D00AT**

Period covered by contract **January 3<sup>rd</sup> 2020 to January 2<sup>nd</sup> 2025**

Pricelist current through Award date January 3<sup>rd</sup> 2020

## INFORMATION FOR ORDERING ACTIVITIES

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). **54151S. See Price List and Labor Category Description on Page 4**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Price List on Page 4**
- 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. **See Price List on Page 4**
2. Maximum order. **\$500,000**
3. Minimum order. **\$100**
4. Geographic coverage (delivery area). **Domestic Delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.**
5. Point(s) of production (city, county, and State or foreign country). **US**
6. Discount from list prices or statement of net price.
7. Quantity discounts. **None**
8. Prompt payment terms. **None**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **No**
10. Foreign items (list items by country of origin). **N/a**
- 11a. Time of delivery. (Contractor insert number of days.) **TBD at Task Order Level**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **TBD at Task Order Level**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **TBD at Task Order Level**
- 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. **TBD at Task Order Level**
12. F.O.B. point(s). **Destination**

13a. Ordering address(es).

**2553 Dulles View Drive, Suite 700**  
**Herndon VA 20171**

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(es).

**2553 Dulles View Drive, Suite 700**  
**Herndon VA 20171**

Warranty provision.

- 15. Export packing charges, if applicable. **N/a**
- 16. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **N/a**
- 17. Terms and conditions of rental, maintenance, and repair (if applicable). **N/a**
- 18. Terms and conditions of installation (if applicable). **N/a**
- 19. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/a**

20a. Terms and conditions for any other services (if applicable).

- 20. List of service and distribution points (if applicable). **N/a**
- 21. List of participating dealers (if applicable). **N/a**
- 22. 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. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Number System (DUNS) number. **079736106**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database. **Yes**

## GSA Price

SIN(s)	Labor Category	GSA Price (Including IFF)				
		Jan 3rd 2020 to Jan 2nd 2021	Jan 3rd 2021 to Jan 2nd 2022	Jan 3rd 2022 to Jan 2nd 2023	Jan 3rd 2023 to Jan 2nd 2024	Jan 3rd 2024 to Jan 2nd 2025
54151S	Administrative Professional	\$62.88	\$64.45	\$66.06	\$67.71	\$69.40
54151S	Data Analyst	\$96.03	\$98.43	\$100.89	\$103.41	\$106.00
54151S	Programmer	\$118.74	\$ 121.71	\$124.75	\$127.87	\$131.07
54151S	Subject Matter Expert	\$207.74	\$212.93	\$218.25	\$223.71	\$229.30
54151S	Program Manager	\$176.30	\$180.71	\$185.23	\$189.86	\$194.61
54151S	Project Manager	\$143.44	\$147.03	\$150.71	\$154.48	\$158.34
54151S	Security Engineer	\$128.00	\$131.20	\$134.48	\$137.84	\$141.29
54151S	Infrastructure Engineer	\$118.15	\$121.10	\$124.13	\$127.23	\$130.41

## Labor Category Description

Labor Category Title	Years Minimum Experience	Functional Responsibilities	Minimum Education
Administrative Professional	2+	<p>The Administrative Professional provides support by handling a variety of office support tasks in order to ensure that all interactions between the customer organization and their stakeholders are positive and productive.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Effectively handle office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.</li> <li>• Provide real-time scheduling support by booking appointments and preventing conflicts.</li> <li>• Make travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.</li> <li>• Screen phone calls and routing callers to the appropriate party.</li> <li>• Use Microsoft applications and other tools as specified to generate reports, transcribe minutes from meetings, create presentations, and conduct research.</li> <li>• Anticipate the needs of others in order to ensure their seamless and positive experience.</li> <li>• Provide reports and documentation as specified by leadership and contract.</li> <li>• Greet and assist visitors.</li> <li>• Maintain polite and professional communication via phone, e-mail, and mail.</li> <li>• Perform other duties as required.</li> </ul>	Associate degree
Data Analyst	3+	<p>The Data Analyst focuses on the collection, documentation, and storage of specified data and/or information as defined by the delivery scope.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Identify sources of required data / information in order to meet the data call.</li> <li>• Collect and store data or information securely and per policy.</li> <li>• Manage master data, including the creation, update, and deletion as required.</li> <li>• Manage access and change management to data and information as specified.</li> <li>• Provide quality assurance of the data or information and work with quality assurance</li> </ul>	BA  or  May be substituted with 4 years of related experience.

Labor Category Title	Years Minimum Experience	Functional Responsibilities	Minimum Education
		<p>personnel as necessary.</p> <ul style="list-style-type: none"> <li>• Manage the successful commission and decommission of data sets.</li> <li>• Process confidential data and information according to established policy and guidelines.</li> <li>• Provide analysis on data as requested and assist in the development of reports.</li> <li>• Manage and design the reporting environment, including data sources, security, and metadata.</li> <li>• Support the data warehouse by identifying and revising reporting requirements if applicable.</li> <li>• Support initiatives for data integrity and normalization.</li> <li>• Assist in testing and assess test results of data collection process, environment, and tooling.</li> <li>• Assess test results and implement new or upgraded tools that meet strategic objectives as defined.</li> <li>• Generate reports from single or multiple systems as requested or required.</li> <li>• Troubleshoot the reporting tools or environment as applicable.</li> <li>• Train peers and end users on new reports and dashboards, etc.</li> <li>• Provide technical expertise on data storage structures, data mining, and data cleansing as applicable.</li> <li>• Respond effectively to service desk tickets within expected response times.</li> <li>• Proactively recommend improvements that improve data or information management delivery and execution.</li> <li>• Provide reports and documentation as specified by leadership and contract terms.</li> <li>• Perform other duties as required.</li> </ul>	
Programmer	3+	<p>The Programmer creates secure and functional quality coding solutions both for simple applications and complex information or operating systems..</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Collaborate with business analysts, user stakeholders, and developers to produce software designs.</li> <li>• Formulate program specifications and basic</li> </ul>	<p>BA</p> <p>or</p> <p>May be substituted with 4 years of related experience</p>

Labor Category Title	Years Minimum Experience	Functional Responsibilities	Minimum Education
		<p>prototypes.</p> <ul style="list-style-type: none"> <li>• Transform software designs and specifications into high functioning code in the appropriate language.</li> <li>• Integrate individual software solutions to higher level systems.</li> <li>• Incorporate security best practices into programming tasks as per established policy and procedures.</li> <li>• Use web-based tools to create advanced P/SaaS when applicable.</li> <li>• Test code periodically to ensure it produces the desirable results and perform debugging when necessary.</li> <li>• Perform upgrades to make software and systems more secure and efficient.</li> <li>• Collaborate with technical writers to create documentation for user support.</li> <li>• Conform to established configuration management policies and procedures.</li> <li>• Conform to established change and release management policies and procedures.</li> <li>• Understanding and experience with waterfall and agile methodologies as applicable.</li> <li>• Proactive learning on new and upcoming programming languages, methodologies, etc.</li> <li>• Support on call rotation as needed.</li> <li>• Respond to service desk tickets for debugging and enhancements.</li> <li>• Support deliverables as required (documentation, code, presentations).</li> </ul>	
Subject Matter Expert	10+	<p>The Subject Matter Expert functions as the knowledge area leader and conduit to their peers, project stakeholders, the customer, and leadership. The qualified candidate is motivated to serve as a trusted advisor for their area of expertise. S/he proactively documents policy, plans, procedures and process that support their area of ownership. They constantly seek new ways to improve, innovate, and modernize their functional and/or technical area.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Understand, articulate, and implement best practices related to their area of expertise.</li> <li>• Provide leadership to programs, projects, tasks, inquiries that require specialized knowledge and/or expertise.</li> </ul>	<p>BA</p> <p>or</p> <p>May be substituted with 4 years of related experience</p>

Labor Category Title	Years Minimum Experience	Functional Responsibilities	Minimum Education
		<ul style="list-style-type: none"> <li>• Provide guidance on how their area of capability can resolve an organizational need, and actively participate in all phases of the life cycle.</li> <li>• Lead the formulation and application of roadmap and implementation strategy.</li> <li>• Document policy, standards, procedures, and processes that govern the application of delivering services or capabilities within the SME's area of expertise.</li> <li>• Mentor team members and other stakeholders as needed.</li> <li>• Prepare presentations and brief as needed.</li> <li>• Provide training as needed.</li> <li>• Perform other duties as required.</li> </ul>	
Program Manager	10+	<p>The Program Manager should have proven experience in successfully leading IT programs, managing a variety of stakeholders, from engineers up to senior executives, managing multiple project managers within a program or a portfolio, competency in Microsoft applications including Word, Excel, PowerPoint, Project, Visio, Outlook, Office 365, etc.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Act as the primary coordinator between multiple interrelated projects within the organization to ensure they are aligning with overall business goals and are not in conflict with each other.</li> <li>• Develop programs that support the organization's strategic direction and create and manage long term goals.</li> <li>• Develop and maintain budgets and operating plans for programs and support writing program funding proposals.</li> <li>• Organize programs and activities in accordance with the mission and goals of the organization and develop new programs to support the strategic direction of the organization.</li> <li>• Create and manage long-term goals and develop and maintain a program roadmap.</li> <li>• Develop a budget and operating plan for the program.</li> <li>• Develop an evaluation method to assess program strengths and identify areas for improvement.</li> <li>• Write program funding proposals to guarantee uninterrupted delivery of services.</li> </ul>	<p>BA</p> <p>or</p> <p>May be substituted with 4 years of related experience</p>

Labor Category Title	Years Minimum Experience	Functional Responsibilities	Minimum Education
		<ul style="list-style-type: none"> <li>• Manage a team with a diverse array of talents and responsibilities.</li> <li>• Ensure goals are met in areas including customer satisfaction, safety, quality, and team member performance.</li> <li>• Implementing and managing changes and interventions to ensure project goals are achieved.</li> <li>• Meet with stakeholders to ensure communication is transparent regarding program and project issues and decisions.</li> <li>• Produce accurate and timely reporting of program status throughout its life cycle.</li> <li>• Analyzing program risks and develop mitigation plans.</li> <li>• Develop a strategy for marketing the program as applicable.</li> </ul>	
Project Manager	7+	<p>The Project Manager manages key client projects with the goal of completing projects to the satisfaction of the stakeholder base. That goal translates to ensuring the project’s plan baseline (e.g., schedule, scope, budget, resources, and risks) are all effectively managed via change control to ensure client expectations are met throughout the lifecycle. The qualified candidate is experienced in managing project changes mid-flight and ensuring buy-in approvals for those changes so that limited escalations and thrashing are experienced throughout the project.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Work directly with customers to ensure deliverables fall within the contracted scope and budget.</li> <li>• Coordinate with other departments to ensure all aspects of each project are compatible and resolve conflicts.</li> <li>• Define required skills, interview, and potentially hire new personnel / resources as needed to fulfill client needs.</li> <li>• Coordinate project resources as well as third parties/vendors in the execution of project tasks and activities.</li> <li>• Develop and maintain detailed project plans, WBS’, etc., in order to accurately monitor and track progress.</li> </ul>	<p>BA</p> <p>or</p> <p>May be substituted with 4 years of related experience</p>

Labor Category Title	Years Minimum Experience	Functional Responsibilities	Minimum Education
		<ul style="list-style-type: none"> <li>• Manage deliverables and risks to ensure projects are delivered to the agreed upon schedule and meet the established scope and budget.</li> <li>• Assist in the definition of project scope and objectives and monitor compliance throughout the project lifecycle.</li> <li>• Identify and manage project stakeholders.</li> <li>• Develop and execute a communication plan throughout the project lifecycle.</li> <li>• Develop and maintain a risk management plan throughout the project lifecycle.</li> <li>• Develop briefs and presentations as needed for the customer; present to leadership as required.</li> <li>• Manage changes to the project scope, schedule, and budget; ensure appropriate approvals for all changes and document and communicate as required.</li> <li>• Continually measure project performance and report as required.</li> <li>• Create and maintain comprehensive project documentation</li> <li>• Attend conferences and training as required to maintain proficiency.</li> <li>• Manage contract terms and conditions, to include meeting or exceeding client expectations with regards to deliverables.</li> <li>• Perform other related duties as assigned.</li> </ul>	
Security Engineer	4+	<p>The Security Engineer’s primary goal is to protect the information technology resources from breaches, intrusions, data spills, and other established or unknown security risks. The qualified candidate is a strong multi-tasker with a keen eye for detail. S/he is well organized and thrives in a fast-paced, high-stress environment. They are proactive leaders that are able to bring together disparate teams/organizations and motivate them to serve a common goal of delivering secure information technology services to our customer and their stakeholder base while meeting contract deliverables.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Serve as technical advisor with direct creation and coordination of system security plan design, development, execution, implementation, security operations and maintenance as needed.</li> <li>• Develop Information Security Plans and Policies to</li> </ul>	BA or May be substituted with 4 years of related experience

Labor Category Title	Years Minimum Experience	Functional Responsibilities	Minimum Education
		<p>ensure customer's information security strategy and objectives are being met.</p> <ul style="list-style-type: none"> <li>• Develop a set of security standards and best practices for the organization, and recommend security enhancements to management as needed.</li> <li>• Develop strategies to respond to and recover from a security breaches or published risks.</li> <li>• Educate the workforce on information security through training and building awareness.</li> <li>• Implement Protections to customer resources as specified, which could include installing and use of software and other tools such as firewalls and data encryption programs.</li> <li>• Implement programs that are designed to protect the customer's sensitive information.</li> <li>• Assist users with installation or processing of new security products and procedures.</li> <li>• Develop test plans and executing testing on resources to detect and measure vulnerabilities.</li> <li>• Conduct periodic scans of networks to detect vulnerabilities; work in conjunction with SMEs to develop. They also conduct penetration testing, in which they simulate an attack on the system to highlight or find any weaknesses that might be exploited by a malicious party.</li> <li>• Monitor for Security Breaches or intrusions and install/support software and tools that provide alerts and monitor for irregular system behavior.</li> <li>• Lead investigations into security breaches and define incident response requirements and activities.</li> <li>• Lead the technical and forensic investigation into how the breach happened and the extent of the damage. They prepare reports of their findings to be reported to management.</li> </ul>	
Infrastructure Engineer	3+	<p>The Infrastructure Engineer will use their information technology expertise to build, maintain and coordinate the digital networks and systems that support our customer's networked environments, proficient with infrastructure technologies and hardware.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Serve as trusted advisor on applicable infrastructure components and resources to peers, customer, and user stakeholders.</li> </ul>	<p>BA</p> <p>or</p> <p>May be substituted with 4 years of related experience</p>

Labor Category Title	Years Minimum Experience	Functional Responsibilities	Minimum Education
		<ul style="list-style-type: none"> <li>• Install, upgrade, migrate, and maintain operating environments and their resources as defined.</li> <li>• Participate in infrastructure and software projects as required.</li> <li>• Monitor and provide necessary maintenance to operating environments within contract scope to ensure uninterrupted integrity and availability of resources as defined.</li> <li>• Ensure established infrastructure security policy, procedures, and processes are executed within environment; monitor for any anomalies and escalate per established protocol.</li> <li>• Responding quickly and effectively to resource or environment alerts or problems.</li> <li>• Support maintenance window activities.</li> <li>• Abide by established configuration and change management policy and procedures.</li> <li>• Maintain a thorough understanding of data classifications and related laws; understand how to implement security posture to safe guard data.</li> <li>• Responding as expected to service desk tickets in the allotted response window.</li> <li>• Documenting all reported malfunctions and actions taken in response within the established response window; ensure reports are professionally written and suitable for senior management review.</li> <li>• Support the design of the infrastructure architecture as requested; support the documentation of the infrastructure design as required.</li> <li>• Proactively recommend resource and environment upgrades and other changes in order to improve operating environments.</li> <li>• Propose repair strategies and support execution as applicable.</li> <li>• Provide reports and documentation as specified by leadership and contract.</li> <li>• Perform other duties as required.</li> </ul>	

**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 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 (Deviation - May 2003) 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 Services.

## **9. INDEPENDENT CONTRACTOR**

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

## **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 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 LaborHour 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 contro

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

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

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 54151S IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
- c. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies. Minimum Education: Bachelor's Degree in Computer Science.