Multiple Award Schedule: Information Technology - IT Services  
**Contract Number:** 47QTCA20D00AV  
**Contract Period:** June 4, 2020 through June 3, 2025  
**Prices Current:** Effective June 27th, 2022  
**Point of Contact:** Christopher Coffing Jr  
**E-mail:** cjcoffing@coffingco.com

**Corporate History**  
The Coffing Corporation (TCC) is an IT services and consulting firm founded in 1995 and based in the greater Cincinnati area. Specializing in Enterprise IT Management, IT Strategic Planning, and Cloud Migration, TCC provides extensive data exploitation expertise for both government and commercial clients. The Coffing Corporation’s Enterprise IT Solutions feature comprehensive interoperability that optimizes business performance and user experience.

**Core Competencies**  
Our expertise in Solution Architecture, Database Management, Data Warehousing, Business Intelligence and Legacy System Interfacing has allowed us to develop excellent Enterprise solutions for Portfolio Management, IT Budgeting, IT Registration, IT Compliance, and Organizational Execution Plan(s). Our mission is to provide fully adaptable, scalable, and auditable, systems built on platforms that meet Sec508, PKI, and 2FA compliance. Our solutions have been granted Authority-To-Operate (ATO) by the USAF. We capitalize on our understanding of the potential application of information technologies to enable users to exploit enterprise data, in many cases supported by virtual business intelligence, for actionable decision support.

**Products and Services**
- IT Architecture, Integration and Support
- Database Administration
- Portfolio Management
- Acquisition
- Budgeting
- Contract Management
- Business Process and Workflow Management
- Program/Project Management
- Workforce Management
- Change Management
- Process Management
- Mentoring and Training
Vendor Selected Preponderance of work:

Large Category: Information Technology

Sub-Category: IT Services, IT Software

SIN: 54151S Information Technology Professional Services, 511210 Software Licenses

NAICS: 541512, 541513, 541519, 541511

Maximum Order Limit: $500,000.00

Minimum Order Limit: $100.00

Geographic Coverage: Domestic Only; 50 States, District of Columbia (DC)

Point(s) of Production: Not Applicable

Discount from list prices: Not Applicable

Quantity Discounts: None

Prompt Payment Terms: Net 30 Days

Notification that Government purchase cards are accepted up to the micro-purchase threshold: Will Accept

Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will Accept

Foreign items (list items by country of origin): None

Time of Delivery (Contractor insert number of days): As negotiated

Expedited Delivery: As negotiated

Overnight and 2-day delivery: Not Applicable

Urgent Requirements: Contact Contractor

F.O.B Points(s): Destination

Ordering Address(es): 5336 Lesourdsville West Chester Road, Liberty Township OH 45011

Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

Payment address(es): 5336 Lesourdsville West Chester Road, Liberty Township OH 45011

Warranty provision: Standard commercial warranty
Export Packing Charges (if applicable): Not Applicable

Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

Terms and conditions of installation (if applicable): Not Applicable

Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable

Terms and conditions for any other services (if applicable): Not Applicable

List of service and distribution points (if applicable): Not Applicable

List of participating dealers (if applicable): Not Applicable

Preventive maintenance (if applicable): Not Applicable

Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

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/

Data Universal Numbering System (DUNS) number: 002826597

Notification regarding registration in System for Award Management (SAM) database: Registered
## Final Pricing:

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<th>Unit of Issue</th>
<th>Price Offered to GSA (including IFF)</th>
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**Labor Categories:**

**Configuration Management Analyst**

Performs all aspects of documentation support for transcriptions in Government meetings, CDRL formats and deliverables documents per contract requirements. Responsible for creation, editing and refining document templates, training content, scripts, User Test Scripts, and all other documentation requirements. Works closely with the entire Coffing team and Government as required to capture and deliver final documentation for Users Guides, Project Plans, CDRLs, and ensures that documentation is available as part of the document library.

**Education and Experience Required:** Bachelor’s degree from an accredited college in related discipline or equivalent experience/combined education, with 5 years or more of professional experience in configuration management; or 3 years of professional experience with a related Master’s degree.

**Database Engineer/Administrator**

Duties include establishing and maintaining data management including monitoring, reporting and status accounting of deliverable documentation under CRI, and non-CORL requirements (as identified on a data accession list.) Database Engineer/Administrator should have knowledge of DoD standards applicable to data management.

**Education and Experience Required:** Shall have at least four years working experience in configuration management. Shall have a Bachelor’s Degree from an accredited university in Computer Science or a related technical discipline.
Engagement Director

Oversees multiple engagements or projects. Oversees program/project managers and provides expertise in program management, performance analytics, and customer satisfaction. Resolves contractual or legal issues with customer, if any. Leads and mentors program/project managers and other team members.

Education and Experience Required: Master’s degree from an accredited college in related discipline or equivalent experience/combined education, with 10 years of professional experience; or 12 years of professional experience with a related Bachelor’s degree. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Functional Consultant I

Assists in the requirements gathering, design, development, implementation, and support of new processes for customers. Follow Functional SME lead and work with technical team to achieve objective. Support documentation of requirements, process flows, and training with respect to new or existing processes.

Education and Experience Required: Bachelor’s degree from an accredited college in related discipline or equivalent experience/combined education, with 2 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Functional Consultant II

Assists in the requirements gathering, design, development, implementation, and support of new processes for customers. Follow Functional SME lead and work with technical team to achieve objective. Support documentation of requirements, process flows, and training with respect to new or existing processes. Lead group collaboration efforts to understand, document, and develop processes and workflows. Support oversight of quality and efficiency. Develop acceptance test plans, working with the Quality Control Specialist.

Education and Experience Required: Bachelor’s degree from an accredited college in related discipline or equivalent experience/combined education, with 3 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Functional SME I

Performs as the liaison between the Customer and Coffing technical team. Works closely with the Program Manager, Industry Expert and Software/Systems Engineers to ensure all relevant business rules are properly translated and implemented into the program. Responsible for creating communication pertaining to functional area. Assists in training support for all levels of users. Provides expertise to customer and technical team.
**Functional SME II**

Performs as the liaison between the Customer and Coffing technical team. Works closely with the Program Manager, Industry Expert and Software/Systems Engineers to ensure all relevant business rules are properly translated and implemented into the program. Responsible for creating communication pertaining to functional area. Assists in training support for all levels of users. Provides expertise to customer and technical team. Ability to lead team in planning and implementing customer requirements and industry best practices.

**Education and Experience Required:** Bachelor’s degree from an accredited college in related discipline or equivalent experience/combined education, with 5 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

**Functional SME III**

Performs as the liaison between the Customer and Coffing technical team. Works closely with the Program Manager, Industry Expert and Software/Systems Engineers to ensure all relevant business rules are properly translated and implemented into the program. Responsible for creating communication pertaining to functional area. Assists in training support for all levels of users. Provides expertise to customer and technical team. Ability to lead team in planning and implementing customer requirements and industry best practices. Serve as an advisor to team members and facilitate professional growth in functional area.

**Education and Experience Required:** Bachelor’s degree from an accredited college in related discipline or equivalent experience/combined education, with 7 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

**Help Desk**

Performs daily Help Desk tasks in support of the program’s users, answers basic questions, and supports account creation, security group memberships, and field questions for basic account issues. Responsible for communicating Tier II and Tier III issues to Help Desk Lead for review and escalation.

**Education and Experience Required:** Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or 3 years of professional experience with a related Associate’s degree.
Help Desk Lead

Performs daily Help Desk tasks, manages ticketing system, ticket escalation coordination, user management, licensing management, help desk reporting metrics and user support. Responsible for maintaining quality of service and works closely with the Program Manager, Lead Training and Systems Engineer III on user requests, implementation/deployment dates and understanding the requirements to support new processes, configurations and deployments.

Education and Experience Required: Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree.

Industry Expert

Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Responsible for performing high-level systems analysis, evaluation, design, integration, documentation, and implementation of complex applications that require a thorough knowledge of administrative, functional and technical skills.

Education and Experience Required: Master’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years or more of professional experience; or 12 years of professional experience with a related Bachelor’s degree. Considered an expert, authority in discipline.

Network Specialist I


Education and Experience Required: Bachelor’s degree from an accredited college in related discipline or equivalent experience/combined education, with 2 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Network Specialist II

Expert of computer networks responsible for designing and implementing enterprise network solutions to support customers. Gather network features/requirements for implementation, performance metrics, scalability opportunity, and best practice recommendations. Solve complex technical issues and
support on-going network architecture. Align customer requirements to industry best practices and support recommendations for continuous improvement.

**Education and Experience Required:** Master’s degree from an accredited college in related discipline or equivalent experience /combined education, with 4 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

**Network Specialist III**

Expert of computer networks responsible for designing and implementing enterprise network solutions to support customers. Gather network features/requirements for implementation, performance metrics, scalability opportunity, and best practice recommendations. Provide thought leadership and solve complex technical issues and support on-going network architecture. Align customer requirements to industry best practices and support recommendations for continuous improvement. Overall, responsible for network solution implemented on programs.

**Education and Experience Required:** Master’s degree from an accredited college in related discipline or equivalent experience /combined education, with 6 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

**Program Manager**

Performs and manages project planning, execution, and control of all tasks outlined in the PWS to include quality assurance and risk management. Reviews monthly reporting to include quarterly reporting for Program Management Reviews (PMR) or as requested by the PMO. Supports system transition and technical documentation management.

**Education and Experience Required:** Master’s degree from an accredited college in related discipline or equivalent experience /combined education, with 8 years of professional experience; or 10 years of professional experience with a related Bachelor’s degree.

**Program Manager II**

Performs and manages project planning, execution, and control of all tasks outlined in the PWS to include quality assurance and risk management. Reviews monthly reporting to include quarterly reporting for Program Management Reviews (PMR) or as requested by the PMO. Supports system transition and technical documentation management. Oversees quality control of the entire team. Works to coordinate efforts of Project Managers or other leadership on team

**Education and Experience Required:** Master’s degree from an accredited college in related discipline or equivalent experience /combined education, with 8 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.
Program Manager III

Performs and manages project planning, execution, and control of all tasks outlined in the PWS to include quality assurance and risk management. Reviews monthly reporting to include quarterly reporting for Program Management Reviews (PMR) or as requested by the PMO. Supports system transition and technical documentation management. Generally, serves on medium to large programs containing multiple projects. Oversees quality control of the entire team. Works to coordinate efforts of Project Managers or other leadership on team.

Education and Experience Required: Master’s degree from an accredited college in related discipline or equivalent experience /combined education, with 10 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Project Manager III

Lead projects and responsible for managing scope, performance, and communication with customer. Build out project work plans that support objective from start to finish, responsible for ensuring project is met on-time and on-budget. Support performance metrics and reporting.

Education and Experience Required: Bachelor’s degree from an accredited college in related discipline or equivalent experience /combined education, with 6 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Project Manager IV

Lead projects and responsible for managing scope, performance, and communication with customer. Build out project work plans that support objective from start to finish, responsible for ensuring project is met on-time and on-budget. Define performance metrics and reporting requirements to ensure quality of projects. Work with Program Manager to ensure alignment with overall program scope and objectives.

Education and Experience Required: Master’s degree from an accredited college in related discipline or equivalent experience /combined education, with 4 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Project Manager V

Lead projects and responsible for managing scope, performance, and communication with customer. Build out project work plans that support objective from start to finish, responsible for ensuring project is met on-time and on-budget. Define performance metrics and reporting requirements to ensure quality of projects. Work with Program Manager to ensure alignment with overall program scope and objectives. Support professional development of other team members as it relates to projects. Identify ideal candidates for projects and team constructs.
Education and Experience Required: Master’s degree from an accredited college in related discipline or equivalent experience /combined education, with 6 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Quality Control Specialist (Lead)
Performs all aspects of quality control and testing of system changes to include sustainment and enhancement activities. Develops and tracks all documentation to provide quality assurance and maintaining compliance with Services Summary performance thresholds. Works closely with the entire Coffing team and Government as required to establish and execute software test plans and report on subsequent test results to stakeholders.

Education and Experience Required: Bachelor’s degree from an accredited college Computer Science, Software Engineering, Mathematics or related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree.

Quality Control Specialist II
Performs all aspects of quality control and testing of system changes to include sustainment and enhancement activities. Develops and tracks all documentation to provide quality assurance and maintaining compliance with Services Summary performance thresholds. Works closely with the entire team and customer as required to establish and execute software test plans and report on subsequent test results to stakeholders. Works toward optimizing processes in program. Audits and analyzes data and documentation relevant to program.

Education and Experience Required: Bachelor’s degree from an accredited college in related discipline or equivalent experience /combined education, with 7 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Quality Control Specialist III
Performs all aspects of quality control and testing of system changes to include sustainment and enhancement activities. Develops and tracks all documentation to provide quality assurance and maintaining compliance with Services Summary performance thresholds. Works closely with the entire team and customer as required to establish and execute software test plans and report on subsequent test results to stakeholders. Works toward optimizing processes in program. Audits and analyzes data and documentation relevant to program.

Education and Experience Required: Master’s degree from an accredited college in related discipline or equivalent experience /combined education, with 5 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.
Subject Matter Expert (SME) IT Compliance

In relation to IT Compliance, duties include analyzing, defining, and documenting functional requirements; reviewing current Government procedures, manuals, regulations, technical manuals, standards, and industry publications which relate to the functional area specialty required. Areas indicative of functional specialization are Procurement, Base Supply, Maintenance, Transportation, Base Engineering, Comptroller, Personnel, Manpower, Logistics Planning, Medical, Operations, and Communications.

Education and Experience Required: Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree.

Subject Matter Expert (SME) Capital Planning Investment Control

In relation to Capital Planning Investment Control, duties include analyzing, defining, and documenting functional requirements; reviewing current Government procedures, manuals, regulations, technical manuals, standards, and industry publications which relate to the functional area specialty required. Areas indicative of functional specialization are Procurement, Base Supply, Maintenance, Transportation, Base Engineering, Comptroller, Personnel, Manpower, Logistics Planning, Medical, Operations, and Communications.

Education and Experience Required: Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree.

Subject Matter Expert (SME) Finance Management

Performs as the liaison between the Government Finance SME and Coffing technical team. Works closely with the Program Manager, Industry Expert and Software/Systems Engineers to ensure all relevant financial business rules are properly translated and implemented into the program. Responsible for communicating IT Budget or other relevant financial cycle schedules, Business Rules, Validation checks and behaviors to support program users and government reporting to SNaP-IT or other DoD level systems. Assists in training support for SMEs, PfMs and PM users.

Education and Experience Required: Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree.

Software Engineer II

Duties include providing architecture design and process management and control input to support software maturity processes; applying sound software engineering principles to the development of systems that are modifiable, efficient, reliable (for intended purpose), understandable, and fault
tolerant to meet systems requirements analyzing system specifications and designs outlined by the systems engineer; reviewing user functions; analyzing, designing and coding detailed programs, models, and diagrams to meet specifications and design requirements.

**Education and Experience Required:** Bachelor’s degree from an accredited college Computer Science, Software Engineering, Mathematics or related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree.

**Software Engineer III**

Duties include providing architecture design and process management and control input to support software maturity processes; applying sound software engineering principles to the development of systems that are modifiable, efficient, reliable (for intended purpose), understandable, and fault tolerant to meet systems requirements analyzing system specifications and designs outlined by the systems engineer; reviewing user functions; analyzing, designing and coding detailed programs, models, and diagrams to meet specifications and design requirements.

**Education and Experience Required:** Bachelor’s degree from an accredited college in related discipline or equivalent experience/combined education, with 6 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

**Software Engineer IV**

Duties include providing architecture design and process management and control input to support software maturity processes; applying sound software engineering principles to the development of systems that are modifiable, efficient, reliable (for intended purpose), understandable, and fault tolerant to meet systems requirements analyzing system specifications and designs outlined by the systems engineer; reviewing user functions; analyzing, designing and coding detailed programs, models, and diagrams to meet specifications and design requirements. Maintains necessary training or certification(s) to align with The Coffing Corporation’s strategy and direction. Successfully develops and implements solutions on multiple projects and provides mentorship to other technical team members.

**Education and Experience Required:** Master’s degree from an accredited college in related discipline or equivalent experience/combined education, with 5 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

**Software Engineer V**

Duties include providing architecture design and process management and control input to support software maturity processes; applying sound software engineering principles to the development of systems that are modifiable, efficient, reliable (for intended purpose), understandable, and fault tolerant to meet systems requirements analyzing system specifications and designs outlined by the
systems engineer; reviewing user functions; analyzing, designing and coding detailed programs, models, and diagrams to meet specifications and design requirements. Maintains necessary training or certification(s) to align with The Coffing Corporation's strategy and direction. Successfully develops and implements solutions on multiple projects and provides mentorship to other technical team members.

**Education and Experience Required:** Master’s degree from an accredited college in related discipline or equivalent experience/combined education, with 7 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

**Solutions Architect**

Performs requirements, design, and planning for all aspects of the program and ensures that capabilities are interoperable with complimentary capabilities and segmented from unrelated processes and workflows. Works closely with the Program Manager, Industry Expert, and Subject Matter Experts to capture and maintain big picture concepts related to solution requirements and collaborative expectations. Responsible for performing high-level systems analysis, evaluation, design, integration, documentation, and implementation of complex applications that require a thorough knowledge of administrative, functional and technical skills.

**Education and Experience Required:** Master’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years or more of professional experience; or 12 years of professional experience with a related Bachelor’s degree. Considered an expert, authority in discipline.

**Solutions Architect Senior**

Performs requirements, design, and planning for all aspects of the program and ensures that capabilities are interoperable with complimentary capabilities and segmented from unrelated processes and workflows. Works closely with the Program Manager, Industry Expert, and Subject Matter Experts to capture and maintain big picture concepts related to solution requirements and collaborative expectations. Responsible for performing high-level systems analysis, evaluation, design, integration, documentation, and implementation of complex applications that require a thorough knowledge of administrative, functional and technical skills. Overall, responsible for architecture and functionality of solution.

**Education and Experience Required:** Master’s degree from an accredited college in related discipline or equivalent experience/combined education, with 12 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

**Systems Administrator**

Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for the program. Analyses are performed at all levels of total
system product to include concept, design, fabrication, test, installation, operation, maintenance and disposal. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into the system’s specifications. Responsible for performing high-level systems analysis, evaluation, design, integration, documentation, and implementation of complex applications that require a thorough knowledge of administrative, functional and technical skills. Will comply with government CSA training requirements and maintain required certification.

**Education and Experience Required:** Shall have at least four years working experience as a systems administrator. Shall have a Bachelor's Degree from an accredited university in Computer Science or a related technical discipline.

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**Systems Engineer II**

Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications.

**Education and Experience Required:** Bachelor’s degree from an accredited college in Computer Science, Electrical Engineering, or equivalent experience /combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree.

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**Systems Engineer III**

Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications.

**Education and Experience Required:** Bachelor’s degree from an accredited college in Computer Science, Electrical Engineering, or equivalent experience/combined education, with 5 years or more of professional experience; or 3 years of professional experience with a related Master’s degree.
Technical Consultant I

Assists in reviewing technical standards, planning implementation, developing interfaces, configuring software, automating business rules, installing COTS solutions, testing, coordinating and supporting roll out activities.

**Education and Experience Required:** Bachelor’s degree from an accredited college in related discipline or equivalent experience /combined education, with 4 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Technical Consultant II

Leads efforts in reviewing technical standards, planning implementation, developing interfaces, configuring software, automating business rules, installing COTS solutions, testing, coordinating and supporting roll out activities.

**Education and Experience Required:** Bachelor’s degree from an accredited college in related discipline or equivalent experience /combined education, with 6 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Technical SME I

Highly specialized and knowledgeable in IT, providing guidance, training, and insight to technical team. Able to make strong recommendations to support optimal approaches to solving functional objectives. Applies broad solutions with impact to other projects/programs considered in decision making.

**Education and Experience Required:** Bachelor’s degree from an accredited college in related discipline or equivalent experience /combined education, with 8 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Technical SME II

Highly specialized and knowledgeable in IT, providing guidance, training, and insight to technical team. Able to make strong recommendations to support optimal approaches to solving functional objectives. Applies broad solutions with impact to other projects/programs considered in decision making. Provides deeper technical understanding to program manager and other program leaders.

**Education and Experience Required:** Bachelor’s degree from an accredited college in related discipline or equivalent experience /combined education, with 10 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.
Technical SME III

Highly specialized and knowledgeable in IT, providing guidance, training, and insight to technical team. Able to make strong recommendations to support optimal approaches to solving functional objectives. Applies broad solutions with impact to other projects/programs considered in decision making. Provides deeper technical understanding to program manager and other program leaders. Develops technical team and provides mentorship to all levels of technical team members.

Education and Experience Required: Bachelor’s degree from an accredited college in related discipline or equivalent experience /combined education, with 12 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.

Trainer Support

Performs as a training resource building training content, curriculum, scheduling training, building training slides, user guides, process guides, Knowledge Paths, Train the Trainer guides, Audio overlays, and supporting Help Desk Tier I, Tier II and training personnel in communicating program processes. Provides technical writing and assistance to the Lead Trainer for training content.

Education and Experience Required: Shall have at least a Bachelor’s Degree from an accredited university with a minimum of four years of experience in developing and conducting training courses.

Training Lead

Duties include defining curriculum, developing course materials (teacher's guides, grading methods, students' notes, exercises, tests, and audiovisual presentation materials), organizing and conducting classes, soliciting student feedback, and reporting on class performance of students; and assisting in the development of computer assisted training tutorials.

Education and Experience Required: Shall have at least a Bachelor’s Degree from an accredited university with a minimum of four years of experience in developing and conducting training courses.

Technical Writer

Performs technical writing and editing to include manuals, contracts, official documentation for customer, briefings, and other official messaging. Manages client expectations in relations to project plan and timeline, drafting and organization of deliverables, supports SMEs in documentation and research, supports end-user documentation, supports documentation for customer sign off. Edits and supports writing of team members as required.

Education and Experience Required: Bachelor’s degree from an accredited college in related discipline or equivalent experience /combined education, with 3 years of professional experience. See Substitution Chart (additional attachment) for further clarification of education/experience equivalencies.
The Defense Portfolio Management System (DPMS) is a cloud-based ServiceNow module authored to meet Department of Defense (DoD) requirements for IT Portfolio Management, Capital Planning and Investment Control (CPIC), and Collaborative efforts with Component Level Stakeholders for Business Capability Acquisition Cycle (BCAC) and Planning, Programming, Budgeting & Execution (PPBE) capabilities for the Components based on DoD Laws, Policies, and Regulations (LPR). DPMS supports the following: IT Registration/Change/Archive, IT Compliance (25 areas), IT Budget PB/BES, Organizational Execution Plan (OEP), Data Center Obligation Requests (DCOR) supporting Annual Spend Plan & Out of Cycle, and Data Center Inventory Management (DCIM) supporting DCOI; all interfacing with DITIP, DITPR, eMASS, SNaP-IT, and other DoD systems as appropriate.

Defense Portfolio Management System Software License Agreement

This Software License Agreement (Agreement) is entered between The Coffing Corporation (TCC) (Licensor) and an Ordering Activity (an entity entitled to order under GSA Schedule contracts as defined in GSA Order ADM 4800.2I, as may be revised from time to time) (Licensee). To the extent this Agreement conflicts with the terms of the Schedule contract, the terms of the Schedule contract will prevail. Order of precedence will be determined consistent with FAR 52.212-4(a).

WHEREAS, Licensor owns the Defense Portfolio Management System (Software); and

WHEREAS, Licensee is desirous of Licensor Software for Licensee’s use; to utilize such Software; and

WHEREAS, for the good and valuable consideration, the receipt of which is hereby acknowledged, Licensor is willing to license the Software to Licensee; and

WHEREAS, Licensee is willing to accept the Software license under the conditions set forth above.

NOW, THEREFORE the parties agree as follows:

1. LICENSE GRANTED

Subject to the terms and conditions of this Agreement and in consideration of Licensee’s obligation to pay monetary fees as outlined in Schedule A, such fees which may be adjusted from time to time by mutual written consent of the parties, Licensor hereby grants, and Licensee hereby accepts, a 1-year nontransferable license to use the Software in object code form within the United States.

Licensor does not grant permission to Licensee to make and create customizations, updates or corrections to the Software. The parties agree that Licensor shall continue to own all right, title and interest in and to the Software and all intellectual property rights embodied therein or related thereto including, but not limited to, the source and object codes and any customizations, updates and corrections to the Software. No intellectual property rights are granted to Licensee by implication, estoppel, or otherwise.

Licensee will safeguard the Software and its related materials with that degree of normal due care commensurate with reasonable standards of industrial security for the protection of trade secrets and proprietary information so that no unauthorized use is made of them and no disclosure of any part of their contents is made to anyone other than Licensee’s employees, agents or consultants whose duties reasonably require such disclosure,
or as necessary in the ordinary course of business. Licensee shall make all such persons fully aware of their responsibility to fulfill the obligations of Licensee under this Agreement.

2. ORDERS AND PAYMENT

Upon execution by Licensee and Licensor, each Order Form is non-cancellable and non-refundable, except as provided in this Agreement. Prices stated in each Order Form are final. Subscription License fees are invoiced annually in advance. Each Subscription Term is a non-divisible, continuous commitment, regardless of the invoice schedule, and pricing is based on a purchase of the entire Subscription Term. Licensee will pay each invoice in accordance with the terms and conditions in the GSA Schedule contract. If Licensee fails to cure or regain compliance under Section 3 (Use Verification), Licensor may suspend Licensee’s use of the Subscription Service, in addition to any other available rights and remedies. All terms of this Section 2 (Orders and Payment) apply except as may be expressly stated otherwise in the applicable Order Form, SOW, Service Description, or elsewhere in this Agreement.

3. USE VERIFICATION

Licensor may remotely review Licensee use of the Subscription Service, and on Licensor’s written request, Licensee will provide reasonable assistance to verify Licensee’s compliance with the Agreement, and access to and use of the Subscription Service. If Licensor determines that Licensee has exceeded its permitted access and use rights to the Subscription Service, Licensor will notify Licensee and within 30 days thereafter Licensee shall either: (a) disable any unpermitted use, or (b) purchase additional subscriptions commensurate with Licensee’s actual use.

4. SOFTWARE PROVIDED “AS IS”

Licensor warrants that it has the right to provide the Software to Licensee hereunder. Otherwise, Licensor provides the Software to Licensee “as is.” Licensor makes no warranties or representations that the Software is free of errors or defects, or that it adequately performs the functions it is intended to perform. Licensee shall test the Software to ensure its acceptability for Licensee’s purpose prior to putting the Software in productive use.

Licensor is under no obligation to update or correct defects or errors in the Software. If Licensor does provide Licensee with updates or corrections, the terms and conditions of this Agreement shall apply.

THE SOFTWARE IS PROVIDED “AS IS” AND LICENSOR MAKES NO OTHER WARRANTIES WITH RESPECT TO THE SOFTWARE, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

This clause does not limit or disclaim any of the warranties specified in the GSA Schedule contract under FAR 52.212-4(o). In the event of a breach of warranty, the U.S. Government reserves all rights and remedies under the contract, the Federal Acquisition Regulations, and the Contract Disputes Act, 41 U.S.C. 7101-7109.

5. WARRANTIES OF LICENSEE

Related to customizations, updates and/or corrections of Licensee to the Software, Licensee represents and warrants that:

(i) Licensee will not produce customizations, updates and/or corrections to the Software;
(ii) If Licensee attempts to customize, update, or modify Software in any way and material programming errors are discovered, Licensee shall promptly remedy such errors at no additional expense to Licensor.

6. PROPERTY RIGHTS AND RESTRICTIONS ON USE

Licensee recognizes that the Software, and customizations, updates or corrections, if any, are the property of, and all rights thereto, are owned by Licensor. Licensee also acknowledges that such are a trade secret of Licensor, are valuable and confidential to Licensor, and that its use and disclosure must be carefully and continuously controlled.

Title to the Software, and customizations, updates or corrections, if any, shall at all times remain with Licensor.

Licensee shall keep the Software, and customizations, updates and/or corrections, if any, free and clear of any claims, liens and encumbrances attributable to the use or possession of the Software by Licensee. Any act of Licensee, whether voluntarily or involuntarily, purporting to create a claim of encumbrance shall be void.

The Software is for the sole use of Licensee and shall be used only for the purpose set forth in this Agreement.

Licensee shall treat the Software, and customizations, updates and/or corrections, if any, as confidential and proprietary, and shall protect it in the same manner that it protects the confidentiality of its own information. While this Agreement is in effect, or while Licensee has custody and possession of the Software, Licensee will not:

(i) provide or make available the Software to any person or entity other than employees of Licensee who have a need to know consistent with Licensee’s use thereof under this Agreement; or

(ii) create or attempt to create, or permit others to create or attempt to create, by disassembling, reverse engineering or otherwise, the source program or any part thereof from the object program or other information made available to Licensee pursuant to this Agreement.

Licensee agrees to promptly notify Licensor if it obtains information as to any unauthorized possession, use or disclosure of the Software by any person or entity, and further agrees to cooperate with Licensor in protecting Licensor’s proprietary rights.

If Licensee, its officers, agents, or employees, breach any provision of this Agreement, such breach must be cured within thirty (30) days of receipt of Licensor’s written notice describing such breach. If such breach is not cured within the thirty (30) days after receipt of the notice, Licensee shall pay Licensor reasonable monetary payments for loss and/or damages related to such breach.

7. FEEDBACK

Licensor encourages Licensee to provide suggestions, proposals, ideas, recommendations, or other feedback regarding improvements to the Software (collectively, “Feedback”). If Licensee provides such Feedback, Licensee grants to Licensor a royalty-free, fully paid, sub-licensable, transferable (notwithstanding, Section 17 Restrictions of Transfer), non-exclusive, irrevocable, perpetual right and license to use, license, and commercialize Feedback (including by incorporation of such Feedback into Software or other Licensor Product Offerings).

8. TERM
9. INDEMNIFICATION AND LIMITATION OF LIABILITY

Licensor shall have no liability to Licensee for any damage sustained by Licensee as a result of Licensee’s use of the Software, whether such damages would arise as a result of breach of contract, tort or otherwise. Licensee has tested the Software and relies on its own judgment in utilizing it.

Licensor warrants that the use of the initially provided Software will not infringe any patent, copyright, or trademark in the United States or elsewhere, and Licensee shall indemnify and hold Licensor harmless against any and all losses, damages and expenses, (including attorney’s fees and other costs of defending any infringement action) which Licensee may sustain or incur as a result of a breach of this warranty.

Obligations set forth herein are contingent upon the other party:

a) Providing the indemnifying party with prompt written notice of any action brought against the other party; and

b) The other party cooperating with the indemnifying party in the defense of any such action, and allowing the indemnifying party to control the defense and settlement of any such action at its expense;

Licensor shall have no obligation to defend any action or indemnify Licensee from damage if:

(i) Licensee, in providing customizations, updates and/or corrections to the Software, infringes upon the intellectual property of any third party.

(ii) Licensee is not using the most current version of the Software and the action would have been avoided without such combined use.

(iii) Licensee has modified the Software in combination with other Software and the action would have been avoided without such combined use.

(iv) Licensee is using the Software in combination with other Software and the action would have been avoided without such combined use

10. FORCE MAJUERE

Either party shall be excused from failures or delays in delivery or performance hereunder if such failure or delay is attributable to causes beyond the reasonable control of the party, which makes such performance or delivery commercially impractical. In the event of any such delay, the time of delivery or performance and time of payment shall be extended for a period of time equal to the time lost by reason of such delay (unless otherwise specified in writing between the parties hereto).
11. NOTICES

All notices shall be in writing, printed or digital, and shall be deemed to be delivered when deposited in the United States Postal Services, postage prepaid, return receipt requested, or when sent by email, respectively. All notices shall be directed to Licensee or to Licensor, its successors or assigns, at the respective addresses set forth on the signature page of this Agreement or to such other address as one party may, from time to time, designate by notice to the other party.

12. RELATIONSHIP OF THE PARTIES

The parties to this Agreement are not affiliated companies and this Agreement will not establish any relationship of partnership, joint venture, employment, franchise, or agency between the Parties. Neither Party will have the power to bind the other or incur obligations on the other’s behalf without the other’s prior written consent.

13. PUBLICITY

A public press announcement related this Agreement may be made, but only if mutually agreed to in writing by the Parties.

14. WAIVER

No waiver of any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving Party.

15. COMPLETE AGREEMENT

This Agreement constitutes an addendum to a solicitation or contract, as defined in Federal Acquisition Regulation 52.212-4(s).

If any provision or provisions of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected thereby and the parties shall negotiate replacement provisions for those provisions which are held invalid, illegal or unenforceable which as closely as possible express the intent of those provisions.

16. RESTRICTIONS OF TRANSFER

This Agreement and the rights and obligations under this Agreement shall not be transferable, sublicensable or assignable to any other person, firm or corporation by Licensee, without the express prior written consent of the Licensor. The rights and obligations of this Agreement shall insur to the benefit of and be binding upon the parties hereto, their successors and permitted assigns.

17. GOVERNING LAW
18. **NO CONSTRUCTION AGAINST THE DRAFTER**

The parties agree that this Agreement is the result of careful negotiations between sophisticated parties and thus any principle of construction or rule of law that provides that an agreement shall be construed against the drafter of the agreement in the event of any inconsistency or ambiguity in such agreement shall not apply to the terms and conditions of this Agreement.

19. **HEADINGS**

The headings in this Agreement are inserted for convenience only, and shall not affect the meaning or interpretation of this Agreement or any paragraph or provision hereof.
IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year first above written.

The Coffing Corporation

Name: ____________________________
Title: ____________________________
Date: ____________________________
By: _____________________________

Contracting Officer

Name: ____________________________
Title: ____________________________
Date: ____________________________
By: _____________________________

The Coffing Corporation
5336 Lesourdsville WC Rd
Liberty Twp, OH 45011
Contract@coffingco.com
(513) 919-2813

Company/Organization
Address
City, State, Zip Code
Email Point of Contact
Phone Number
SCHEDULE A: Schedule of License Fees:

2022 - $ xxxxxx
2023 - $ xxxxxx
2024 - $ xxxxxx
2025 - $ xxxxxx
2026 - $ xxxxxx
2027 - $ xxxxxx
2028 - $ xxxxxx

The payments are to be made annually, in advance, and in full by the Licensee for each respective subscription period.