



**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**Authorized Federal Supply Schedule Price List**

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**MULTIPLE AWARD SCHEDULE**

General Purpose Commercial Information Technology Equipment, Software, and Services

Special Item No. 54151S Information Technology Professional Services  
Special Item No. 518210C Cloud and Cloud-Related IT Professional Service  
Special Item No. 541611 Management and Financial Consulting, Acquisition and Grants  
Management Support, and Business Program and Project Management Services

Contract Number: 47QTCA20D00C0  
Period Covered by Contract: 07/02/2020 to 07/01/2025  
DUNS: 081226835

Government Blueprint, Inc.  
5749 13<sup>th</sup> ST NW  
Washington, DC 20011  
[www.governmentblueprint.com](http://www.governmentblueprint.com)

Contractor's Administration Source:  
[rubio@governmentblueprint.com](mailto:rubio@governmentblueprint.com)

Business Size: Small Business, SBA Certified Small Disadvantage Business

**GSA AWARDED TERMS AND CONDITIONS  
GOVERNMENT BLUEPRINT, INC.**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):**

**SIN 54151S:** Information Technology Professional Services  
**SIN 518210C:** Cloud and Cloud-Related IT Professional Service  
**SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

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

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. MINIMUM ORDER: \$100.00**

**4. GEOGRAPHIC COVERAGE: 54151S – Worldwide; 518210C – Worldwide; and 541611 – Worldwide;**

**5. POINT(S) OF PRODUCTION: 5749 13<sup>th</sup> ST NW, Washington, DC 20011**

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

**7. QUANTITY DISCOUNT(S): 1% for orders equal to or greater \$250,000.00**

**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:**  
Government Blueprint, Inc.  
5749 13<sup>th</sup> ST NW  
Washington, DC 20011
- 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:**  
Government Blueprint, Inc.  
5749 13<sup>th</sup> ST NW  
Washington, DC 20011
- 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:** 081226835
- 26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active, CAGE Code 83WX9

**SIN 54151S IT PROFESSIONAL SERVICE  
PRICE SHEET**

GSA Price Sheet		Base Year	Year 1	Year 2	Year 3	Year 4
SIN	Labor Category	GSA PRICE + IFF Current	GSA PRICE + IFF			
54151S - IT	Computer Programmer	\$ 120.91	\$ 123.93	\$ 127.03	\$ 130.20	\$ 133.46
54151S - IT	IT Business Analyst	\$ 100.76	\$ 103.27	\$ 105.86	\$ 108.50	\$ 111.22
54151S - IT	IT Consultant	\$ 124.18	\$ 127.29	\$ 130.47	\$ 133.73	\$ 137.07
54151S - IT	IT Data Scientist	\$ 113.05	\$ 115.87	\$ 118.77	\$ 121.74	\$ 124.78
54151S - IT	IT Specialist	\$ 105.79	\$ 108.44	\$ 111.15	\$ 113.93	\$ 116.78
54151S - IT	Network/Systems Engineer	\$ 120.91	\$ 123.93	\$ 127.03	\$ 130.20	\$ 133.46
54151S - IT	Program Manager	\$ 132.24	\$ 135.55	\$ 138.94	\$ 142.41	\$ 145.97
54151S - IT	Project Manager	\$ 103.98	\$ 106.58	\$ 109.24	\$ 111.97	\$ 114.77
54151S - IT	Quality Assurance Specialist	\$ 73.09	\$ 74.92	\$ 76.79	\$ 78.71	\$ 80.68
54151S - IT	Scrum Master	\$ 108.61	\$ 111.33	\$ 114.11	\$ 116.97	\$ 119.89
54151S - IT	IT Security Specialist	\$ 123.43	\$ 126.51	\$ 129.67	\$ 132.92	\$ 136.24
54151S - IT	SharePoint Developer	\$ 96.73	\$ 99.14	\$ 101.62	\$ 104.16	\$ 106.77
54151S - IT	Software Engineer	\$ 120.91	\$ 123.93	\$ 127.03	\$ 130.20	\$ 133.46
54151S - IT	Subject Matter Expert	\$ 163.73	\$ 167.82	\$ 172.02	\$ 176.32	\$ 180.73

**SIN 54151S IT PROFESSIONAL SERVICE  
LABOR CATEGORY DESCRIPTION**

Commercial Job Title: Computer Programmer

Minimum/General Experience: 2 Years

Functional Responsibility: Analyze business applications and design specifications. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Assist in resolving basic operating problems. Prepare required documentation, including program-level and system-level documentation. Prepare instructions for computer operators. Enhance software to reduce operating time or improve efficiency. Provide software conversion and implementation support. May provide technical direction and supervision to more junior programmers.

Minimum Education: Bachelor's degree

Commercial Job Title: IT Business Analyst

Minimum/General Experience: 3 Years

Functional Responsibility: Performs functional requirements analysis of business systems and system modifications using Joint Application Development (JAD) sessions and interviews. Employs process improvement and reengineering methodologies to improve business functions in support of new systems. Documents organization and workflows that will be supported by new system functional requirements. Defines business processes and develop supporting documentation system design. Documents system testing process and assist with business acceptance testing Designs, debugs, tests, and documents moderately complex application systems. Prepares detailed specifications from which programs will be written.

Minimum Education: Bachelor's degree

Commercial Job Title: IT Consultant

Minimum/General Experience: 2 Years

Functional Responsibility: Provides expertise in industry issues and trends. Utilize functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Examples of the functional areas would include Information Technology, Human Resources, Finance, Supply, Service, etc. Work with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guide the determination of IT inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generate functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participate in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products, such as Enterprise Resource Planning (ERP) implementations. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines. May include managing and leading junior Consultants.

Minimum Education: Bachelor's degree

Commercial Job Title: IT Data Scientist

Minimum/General Experience: 3 Years

Functional Responsibility: Data Scientist consultant works closely and collaborates with the product development, Information technology software development and implementation team and management team. Build forecasting models for quarterly and annual traffic patterns. Lead analytical projects that deliver key insights, including revenue modeling, trend analysis, and product impact analysis. Design, develop, and maintain all the aspects of IT projects including reports, dashboards and reporting portals. Build a IT product KPI dashboard report. Develop effective data visualizations for IT managers as well as other executives.

Minimum Education: Bachelor's degree

Commercial Job Title: IT Specialist

Minimum/General Experience: 2 Years

Functional Responsibility: Works with teams of configuration specialists in meeting network requirements and develop operational requirements from site surveys/surveys of the user community and establish IT system requirements using analysis of the requirements and needs of the user. Write and edit technical materials (e.g., user manuals, reports, documents, deliverables), formulate and enforce standards, direct and supervise staff and personnel, prepare or approve work schedules, review work, resolve discrepancies, and communicate policies and goals to subordinates. Supervise design work to effectively lead the IT and network effort and to transform overall requirements and architecture to a complete engineering design. This may include the application of multiple engineering disciplines to IT and business modeling, analyses, specification development, hardware and software planning/implementation/modification/coding, scheduling, configuration changes and test reports for computer systems, messaging and telecommunications systems. Use specialized knowledge in exercising Quality Assurance, Configuration Management, and reliability and maintainability to control design and production and minimize life cycle cost.

Minimum Education: Bachelor's degree

Commercial Job Title: Network/Systems Engineer

Minimum/General Experience: 2 Years

Functional Responsibility: Designs, configures, tests, implements and maintains telecommunications capabilities, including wide area and local area networks without review by supervisor or senior employee. Performs operations and support activities. Assists applications programmers working in the telecommunications environment. Evaluates network changes for operational impact. Evaluates network performance and resolves network and processor problems. Familiar with hardware and software diagnostic tools. Highly specialized in one or more phases of software systems development, systems integration, or network engineering. Acts independently under general direction. Provides technical assistance and advice on complex activities. Formulates / defines specifications, develops / modifies / maintains complex systems and subsystems, using vendor engineering releases and utilities for overall operational systems. Applies analytical techniques when gathering information from users, defining work problems, designing technology solutions, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications, resolves processing problems, coordinates work with programmers and engineers, and orients users to new systems. Works with considerable freedom to make decisions on the techniques and approaches to be used. Prepares recommendations for system improvement for management and user consideration.

Minimum Education: Bachelor's degree

Commercial Job Title: Program Manager

Minimum/General Experience: 2 Years

Functional Responsibility: Manages substantial IT program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution. Serves as the Contractor counterpart for the Government's program/technical managers.

Minimum Education: Bachelor's degree

Commercial Job Title: Project Manager

Minimum/General Experience: 4 Years

Functional Responsibility: 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: Bachelor's degree

Commercial Job Title: Quality Assurance Specialist

Minimum/General Experience: 2 Years

Functional Responsibility: Assures the level of quality throughout the software development life cycle customer and agency standards. Establishes and monitors a process for evaluating software and associated documentation. Assists in developing Quality Assurance Plans. Conducts formal and informal reviews at pre-determined stages throughout the development life cycle. Participates in software reviews and testing. Initiates corrective action for procedural or process deficiencies.

Minimum Education: Bachelor's degree

Commercial Job Title: Scrum Master

Minimum/General Experience: 1 Year

Functional Responsibility: The Scrum Master may facilitate or guide a software development product owner, team, and organization on how to use Agile/Scrum concepts, values, practices, and principles focusing on improving team effectiveness. The Scrum Master leads discussions and decision making, and assists in mediation of conflict resolution.

Minimum Education: Bachelor's degrees in Computer Science

Commercial Job Title: IT Security Specialist

Minimum/General Experience: 2 Years

Functional Responsibility: The IT Security Specialist may identify or resolve highly complex issues to prevent cyberattacks on information systems or keep computer information systems secure from interruption of service, intellectual property theft, network viruses, data mining, financial theft, or theft of sensitive customer data, allowing business to continue as normal. The Security Specialist designs, installs, and manages security mechanisms that protect networks and information systems against hackers, breaches, viruses, and spyware. This individual responds to incidents, investigates violations, and recommends enhancements to plug potential security gaps.

Minimum Education: Bachelor's degree

Commercial Job Title: SharePoint Developer

Minimum/General Experience: 2 Years

Functional Responsibility: A SharePoint Developer designs, develops, and deploys SharePoint applications. Understand SharePoint web services as well as be able to develop custom web services where needed. Experience in implementing and developing SharePoint sites

Minimum Education: Bachelor's degree

Commercial Job Title: Software Engineer  
 Minimum/General Experience: 2 Years  
 Functional Responsibility: Works independently on designs, develops, and provides customization of various applications to meet a series of pre-defined requirements. Requirements will be met through the use of various programming languages and possibly machine and assembly languages.  
 Minimum Education: Bachelor's degree

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: Bachelor's degree

**SIN 518210C CLOUD AND CLOUD-RELATED IT PROFESSIONAL SERVICES/NAICS:  
 518210 PRICE SHEET**

GSA Price Sheet		Base Year	Year 1	Year 2	Year 3	Year 4
SIN	Labor Category	GSA PRICE + IFF Current	GSA PRICE + IFF			
518210C	Cloud Specialist	\$ 134.01	\$ 137.36	\$ 140.79	\$ 144.31	\$ 147.92
518210C	Cloud Network Engineer	\$ 123.43	\$ 126.51	\$ 129.67	\$ 132.92	\$ 136.24
518210C	Cloud Project Manager	\$ 123.43	\$ 126.51	\$ 129.67	\$ 132.92	\$ 136.24
518210C	Cloud Subject Matter Expert	\$ 120.91	\$ 123.93	\$ 127.03	\$ 130.20	\$ 133.46

**SIN 518210C CLOUD AND CLOUD-RELATED IT PROFESSIONAL SERVICES/NAICS:  
 518210 LABOR CATEGORY DESCRIPTION**

Commercial Job Title: Cloud Specialist  
 Minimum/General Experience: 2 Years  
 Functional Responsibility: The Cloud Specialist provides advanced system and network administration, operational support and problem resolution for a large complex cloud computing environment, including multiple types of operating systems, virtual hardware, and networking. Is expected to design, configure, implement and support an automated workflow for cloud environment provisioning. Is expected to lead and supervise lower level employees and manage program engagements.  
 Minimum Education: Bachelor's degree or other equivalent degree

Commercial Job Title: Cloud Network Engineer  
 Minimum/General Experience: 2 Years  
 Functional Responsibility: Plans, supports and evaluates complex existing cloud network systems and make recommendations. This resource will provide highly skilled technical assistance in cloud network planning, cloud network engineering and cloud-based architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems/determine system needs/applications. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to ensure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and request on network issues. Work with other groups within to resolve network related issues as needed. Provides guidance and supervision to daily support staff.  
 Minimum Education: Bachelor's degree or other equivalent degree

Commercial Job Title: Cloud Project Manager

Minimum/General Experience: 2 Years

Functional Responsibility: A Project Manager must have experience managing Information Technology related projects. Must be well versed in life cycle and project management methodologies. Must have experience in tracking costs, schedule and performance progress. Must be able to identify and mitigate risks.

Minimum Education: Bachelor's degree or other equivalent degree

Commercial Job Title: Cloud Subject Matter Expert

Minimum/General Experience: 6 Years

Functional Responsibility: Responsible for providing expert technical knowledge and analysis of highly specialized IT related applications, systems and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on complex to highly complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides guidance and supervision to daily support staff.

Minimum Education: Bachelor's degree or other equivalent degree

**SIN: 541611 MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES/NAICS 541611 PRICE SHEET**

GSA Price Sheet		Base Year	Year 1	Year 2	Year 3	Year 4
SIN	Labor Category	GSA PRICE + IFF Current	GSA PRICE + IFF			
541611	Acquisition/Contract Specialist	\$ 141.66	\$ 145.20	\$ 148.83	\$ 152.55	\$ 156.37
541611	Acquisition/Contract Subject Matter Expert I	\$ 161.11	\$ 165.14	\$ 169.26	\$ 173.50	\$ 177.83
541611	Procurement Analyst	\$ 136.26	\$ 139.67	\$ 143.16	\$ 146.74	\$ 150.41
541611	Project Manager	\$ 158.69	\$ 162.66	\$ 166.72	\$ 170.89	\$ 175.16
541611	Consultant	\$ 120.91	\$ 123.93	\$ 127.03	\$ 130.20	\$ 133.46
541611	Subject Matter Expert	\$ 141.06	\$ 144.58	\$ 148.20	\$ 151.90	\$ 155.70
541611	Technical Writer	\$ 84.63	\$ 86.75	\$ 88.92	\$ 91.14	\$ 93.42
541611	Administrative Support	\$ 77.08	\$ 79.01	\$ 80.98	\$ 83.00	\$ 85.08
541611	Business Analyst	\$ 94.21	\$ 96.56	\$ 98.98	\$ 101.45	\$ 103.99
541611	Financial Analyst	\$ 86.15	\$ 88.30	\$ 90.51	\$ 92.77	\$ 95.09
541611	Paralegal	\$ 74.06	\$ 75.91	\$ 77.80	\$ 79.75	\$ 81.74

**SIN: 541611 MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES/NAICS 541611 LABOR CATEGORY DESCRIPTION**

Commercial Job Title: Acquisition/Contract Specialist

Minimum/General Experience: 4 Years

Functional Responsibility: Performs cradle to grave acquisition under FAR Part 8, 12, 13, 15, and 16. This includes creation of acquisition package, evaluation process, drafting documentation to support award decision.

Minimum Education: Bachelor's degree

Commercial Job Title: Acquisition/Contract Subject Matter Expert

Minimum/General Experience: 6 Years

Functional Responsibility: Advises in acquisition and procurement of supplies and services. Leads procurement teams to acquire goods and services for the government using the Federal Acquisition Regulation and other supplemental regulations.

Minimum Education: Bachelor's degree

Commercial Job Title: Procurement Analyst

Minimum/General Experience: 4 Years

Functional Responsibility: Works closely with government staff, interact directly with multiple government program offices, and is the designee for procurement requirements. Ability to apply and utilize multiple procurement types, know how to independently participate, plan and assist in execution of all types of acquisition for supplies and services. Individual shall have the ability to serve as the point of contact on multiple requirements and perform award activities. Assist with policy and creation of acquisition documents under the Federal Acquisition Regulation or agency acquisition regulation.

Minimum Education: Bachelor's degree

Commercial Job Title: Project Manager

Minimum/General Experience: 2 Years

Functional Responsibility: Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

Minimum Education: Bachelor's degree

Commercial Job Title: Consultant

Minimum/General Experience: 2 Years

Functional Responsibility: Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Understands overall purpose of task assignment.

Minimum Education: Bachelor's degree

Commercial Job Title: Subject Matter Expert

Minimum/General Experience: 4 Years

Functional Responsibility: Experienced in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Minimum Education: Bachelor's degree

Commercial Job Title: Technical Writer

Minimum/General Experience: 2 Years

Functional Responsibility: Works independently and assist in collection and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing financial and administrative functions. Prepares draft and final form technical documents. Must be capable of typing at average or above average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Must be capable of using various word processing equipment.

Minimum Education: Bachelor's degree

Commercial Job Title: Administrative Support

Minimum/General Experience: 1 Years

Functional Responsibility: Provides general administrative support to program management staff. Supervises other administrative staff.

Minimum Education: Bachelor's degree

Commercial Job Title: Business Analyst

Minimum/General Experience: 2 Years

Functional Responsibility: Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Minimum Education: Bachelor's degree

Commercial Job Title: Financial Analyst

Minimum/General Experience: 1 Years

Functional Responsibility: Experience in financial management with demonstrated ability to supervise or lead a team of financial analysts. Possess a thorough knowledge of Federal financial and accounting policies and systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

Minimum Education: Bachelor's degree

Commercial Job Title: Paralegal

Minimum/General Experience: 1 Years

Functional Responsibility: Works with responsible attorney to perform research and file management and provides training support when needed.

Minimum Education: Bachelor's degree

### **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.

<b>Regulation Number</b>	<b>Regulation Title/Comments</b>
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)
52.222-48	EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR MAINTENANCE, CALIBRATION, OR REPAIR OF CERTAIN EQUIPMENT CERTIFICATION (MAY 2014)
52.223-19	COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)
52.223-2	AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)
52.229-1	STATE AND LOCAL TAXES (APR 1984)
52.222-62	PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)
52.223-13	ACQUISITION OF EPEAT - REGISTERED IMAGING EQUIPMENT (JUN 2014)
52.223-14	ACQUISITION OF EPEAT® - REGISTERED TELEVISIONS (JUN 2014)
52.223-16	ACQUISITION OF EPEAT® - REGISTERED PERSONAL COMPUTER PRODUCTS (OCT 2015)
552.238-115	SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)
552.238-107	TRAFFIC RELEASE (SUPPLIES) (MAY 2019)
552.238-73	IDENTIFICATION OF ELECTRONIC OFFICE EQUIPMENT PROVIDING ACCESSIBILITY FOR THE HANDICAPPED (MAY 2019)
552.238-86	DELIVERY SCHEDULE (MAY 2019)
552.238-89	DELIVERIES TO THE U.S. POSTAL SERVICE (MAY 2019)
552.238-90	CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2019)
552.238-91	MARKING AND DOCUMENTATION REQUIREMENTS FOR SHIPPING (MAY 2019)
552.238-92	VENDOR MANAGED INVENTORY (VMI) PROGRAM (MAY 2019)
552.238-93	ORDER ACKNOWLEDGMENT (MAY 2019)
552.238-94	ACCELERATED DELIVERY REQUIREMENTS (MAY 2019)