### Authorized Federal Supply Schedule Price List

Prices shown herein are Net (discount deducted).

Online 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 for GSA Advantage!® is: [http://www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

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### Multiple Award Schedule (MAS)

**General Purpose Commercial Information Technology Services**

<table>
<thead>
<tr>
<th>Special Item No.</th>
<th>Description</th>
<th>FPDS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>IT Systems Development Services</strong></td>
<td>D302</td>
</tr>
<tr>
<td></td>
<td><strong>IT Systems Analysis Services</strong></td>
<td>D306</td>
</tr>
<tr>
<td></td>
<td><strong>Automated Information Systems Design and Integration Services</strong></td>
<td>D307</td>
</tr>
<tr>
<td></td>
<td><strong>Programming Services</strong></td>
<td>D308</td>
</tr>
<tr>
<td></td>
<td><strong>IT Backup and Security Services</strong></td>
<td>D310</td>
</tr>
<tr>
<td></td>
<td><strong>IT Data Conversion Services</strong></td>
<td>D311</td>
</tr>
<tr>
<td></td>
<td><strong>IT Network Management Services</strong></td>
<td>D316</td>
</tr>
<tr>
<td></td>
<td><strong>Automated News Services, Data Services, or Other Information Services</strong></td>
<td>D317</td>
</tr>
<tr>
<td></td>
<td><strong>Other Information Technology Services, Not Elsewhere Classified</strong></td>
<td>D399</td>
</tr>
</tbody>
</table>

**Contract Number**: 47QTC21D008M

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [http://www.GSA.gov](http://www.GSA.gov).

**Period Covered by Contract**: TBD

Pricelist current through Modification # PO-0001 dated 04/22/2021.

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i3solutions, Inc.
21515 Ridgetop Circle, Suite 260, Sterling, VA 20166
Main: 703-404-9595
Fax: 703.738.7108
www.i3solutions.com
Certified Small Business
CUSTOMER INFORMATION

1a. Awarded Special Item Number

SIN                       DESCRIPTION
54151S                    Information Technology Professional Services

1b. Model Numbers/Unit Prices

Not applicable.

1c. Description of Services and Pricing

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Pricing (Hourly Rate)</th>
<th>GSA Pricing (Hourly Rate)</th>
<th>GSA Pricing (Hourly Rate)</th>
<th>GSA Pricing (Hourly Rate)</th>
<th>GSA Pricing (Hourly Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1 04/22/21-04/21/22</td>
<td>Year 2 04/22/22-04/21/23</td>
<td>Year 3 04/22/23-04/21/24</td>
<td>Year 4 04/22/24-04/21/25</td>
<td>Year 5 04/22/25-04/21/26</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$160.45</td>
<td>$163.66</td>
<td>$166.94</td>
<td>$170.27</td>
<td>$173.68</td>
</tr>
<tr>
<td>Sr. Tech Lead</td>
<td>$169.62</td>
<td>$173.01</td>
<td>$176.47</td>
<td>$180.00</td>
<td>$183.60</td>
</tr>
<tr>
<td>Mid-Level Consultant</td>
<td>$151.28</td>
<td>$154.31</td>
<td>$157.40</td>
<td>$160.54</td>
<td>$163.76</td>
</tr>
<tr>
<td>QA Lead</td>
<td>$145.78</td>
<td>$148.70</td>
<td>$151.67</td>
<td>$154.71</td>
<td>$157.80</td>
</tr>
<tr>
<td>Business Process Architect (BPA)</td>
<td>$169.62</td>
<td>$173.01</td>
<td>$176.47</td>
<td>$180.00</td>
<td>$183.60</td>
</tr>
<tr>
<td>Subject Matter Expert (SME)</td>
<td>$183.38</td>
<td>$187.04</td>
<td>$190.78</td>
<td>$194.60</td>
<td>$198.49</td>
</tr>
<tr>
<td>Okta Engineer</td>
<td>$137.53</td>
<td>$140.28</td>
<td>$143.09</td>
<td>$145.95</td>
<td>$148.87</td>
</tr>
</tbody>
</table>

The following years of experience, education requirements and functional responsibilities are the same for our commercial customers as are offered to the government.

<table>
<thead>
<tr>
<th>Project Manager</th>
</tr>
</thead>
</table>

**Functional Responsibilities**

The Project Manager is responsible for all aspects of the client relationship while coordinating all project activities. The Project Manager is responsible for leading teams and managing timelines of projects. They are involved in every stage of the project lifecycle and manage multi-disciplinary team to deliver Internet applications.

- Manage the client relationship while coordinating all project activities
• Develop, update, and maintain the project plan; functional specification, documentation and system design specifications
• Design project plans to determine resource requirements
• Manage internal and external resources within budget and project schedule
• Analyze project risks, communicate those risks to the client and develop effective risk mitigation plans
• Prepare weekly status report and weekly budget reports restraints
• Review invoices, timesheets, and status reports for all resources assigned
• Timely notification to marketing of project completion and client references
• Identification of the client’s business needs and potential sales opportunities
• Provide additional consulting to improve customer service and enhance overall ROI to our clients
• Training and mentoring of other staff members
• Staying abreast of current technologies and sharing relevant information across the company
• All other duties as assigned by their manager

Minimum/General Experience
• Two to four years’ experience as a technical project manager in a consulting environment
• Ability to manage a project team of five or more multi-disciplinary members in specific project activities
• Ability to assemble staff skill levels and assign work appropriately
• Familiarity with business process and process consulting, system development methodologies, facilitation, functional design, application architecture, functional user testing, project management, and structured issue analysis. Demonstrated strength in some areas of this list.
• Effective client written communication, verbal communication and presentation skills
• Proven background in delivery of a small number of successful projects

Education Required

Bachelor’s Degree is required

Senior Tech Lead

Functional Responsibilities

The Senior Tech Lead position is responsible for the most critical activities on a technical development project, from architecting and implementing solutions, designing code modules, to defining system functionality, to developing and testing code. The Senior Tech Lead position is involved in every stage of the project lifecycle and works closely with multi-disciplinary staff to deliver business applications. This is a fully billable position.

• Design, develop and implement business applications using current technology
• Lead small teams of two (2) or more consultants
• Architect, present and defend technical solutions and designs to clients
• Develop design documents (i.e., technical specification documents, functional requirement documents, object modules, system test plans)
• Acquire through research and observation an understanding of a client’s industry
• Identify critical business issues and apply technical and industry knowledge to advise client
• Assist and mentor consultants and serve as a technical resource across multiple projects
• Ensure successful completion of a solution that meets the projects requirements
• Develop unit test plans and perform unit testing
• Perform technical evaluations of project team members
• Assist in technical recruiting
• Perform code reviews as dictated by the project schedule
• Utilizing productivity tools such as configuration management tools
• Assist in the identification of a client’s business needs and potential sales opportunities
• Any administrative tasks assigned by management (e.g., status reports, timesheet entry)

Minimum/General Experience

• Three (3) or more years of experience in designing and implementing N-tier business applications using current technology
• Deep understanding of all aspects of design and technical disciplines involved in creating N-tier business applications
• Deep understanding of system development methodologies and be able to perform required activities without supervision
• The ability to understand and interpret technical and functional specifications
• The ability to lead small teams of two (2) or more consultants
• Experience with four (4) or more of the following tools: MS Visual Basic, MTS, MS Visual C++, XML, MS SQLServer 7.0, Oracle, MS Message Queue Server, JavaScript, Java, Perl, HTML, DHTML
• Hands on Experience with relational databases (e.g., SQL Server, Sybase, Oracle)
• Excellent client interaction skills.
• Ability to develop and debug applications with an understanding of how the application integrates with OS and Networking architectures
• Self-motivation

Education Required

Bachelor’s degree or equivalent work experience.

Mid-Level Consultant

Functional Responsibilities

The Mid-Level Consultant position is responsible for a wide range of activities on a technical development project, from designing code modules, to defining system functionality, to developing and testing code. The Mid-Level Consultant works closely with a project manager or team lead and a multi-disciplinary staff to design, develop and implement mid to advanced level programming tasks with minimal supervision. This is a fully billable position.

The next level for a Mid-Level Consultant in the career track is Senior Consultant.

• Design, develop and implement business applications using current technology.
• Assist in the development of design documents (i.e., technical specification documents, functional requirement documents, system test plans)
• The ability to acquire through research and observation an understanding of a client’s industry
• The ability to identify critical business issues and apply technical and industry knowledge to advise client
• Develop unit test plans and perform unit testing
• Utilizing productivity tools such as configuration management tools
• Assist in the identification of a client’s business needs and potential sales opportunities
• Set and meet self-imposed deadlines on multiple projects with minimal supervision
• Any administrative tasks assigned by management (e.g., status reports, timesheet entry)
Minimum/General Experience

- Two (2) or more years of experience in designing and implementing N-tier business applications using current technology
- Background in using system development methodologies and be able to perform required activities with moderate supervision
- The ability to understand and interpret technical and functional specifications
- Experience with four (4) or more of the following tools: MS Visual Basic, MTS, MS Visual C++, XML, MS SQLServer 7.0, Oracle, MS Message Queue Server, JavaScript, Java, Perl, HTML, DHTML
- Hands-on Experience with relational databases (e.g., SQL Server, Sybase, Oracle)
- Good communication skills.
- Ability to develop and debug applications with an understanding of how the application integrates with OS and Networking architectures
- Self motivation

Education Required

Bachelor’s degree or equivalent work experience.

Quality Assurance Lead

Functional Responsibilities

Quality Assurance Lead are responsible for managing and coordinating QA activities, developing test plans, developing test scripts and performing functional, regression, and performance testing at both a system level and user acceptance (UAT) level. The Quality Assurance Lead works with the Director of Delivery Services and Project Managers to manage the Quality Assurance Process, performs knowledge transfer of our QA best practices to the project team, and manages the testing process in order to deliver quality products on time while reducing defects down to zero. The Quality Assurance Lead also provides training in Quality Assurance practices for more junior Quality Assurance Analysts.

- Refines testing procedures to encompass current testing technics
- Develops thorough test plans and test scripts
- Performs functional, system level testing, as well as performance level testing
- Determines appropriate tests tools to be utilized on the project
- Coordinates Quality Assurance test environment installation
- Logs and reviews defects in defect tracking system
- Ensures problem resolutions
- Prepares weekly status reports
- Notifies Project Manager of schedule risks or constraints
- Quality Assurance all project documentation (functional specs, design, documents, etc.)
- Trains other Quality Assurance Analysts and testing staff members
- All other duties as assigned by the Director of Delivery Services.

Minimum/General Experience

- Ten or more years’ experience in technical quality assurance required
- Detail-oriented and organized
- Extensive knowledge of quality assurance processes
• Ability to work with development teams from design through deployment
• Excellent communication skills
• Associate degree or equivalent experience in Quality Assurance/testing required
• Self-motivated

**Education Required**
Bachelor’s degree or equivalent work experience.

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**Business Process Architect (BPA)**

**Functional Responsibilities**
The Business Process Architect manages the scope and the business requirements for enterprise-wide technology initiatives. The position is the point of contact for the system-wide development effort, understanding the end-to-end goals for application and new/enhanced functionality. This includes the system development efforts as well as associated business processes impacted. The Business Process Architect is responsible for business analysis and solution generation, including the preparation of complete business requirements, reviewing/approving project specific test plan and test case results approval.

• Inventory, map, and assess, monitor and improve current business processes
• Effectively advocate at multiple levels of the organization for design changes to strategy, process, organization, or tooling necessary to transition from current to desired state in various contexts
• Work to ensure all business processes are intentionally designed to effectively interface with each other and are actively managed through continual improvement methods - individually, and in concert - to achieve maximum efficacy and value
• Identify current constraints and barriers to improvement primarily where there are deep or complex interdependencies, and providing decision-makers with right-fit remediation plans
• Interact directly and collaboratively with centralized strategy, system architecture, senior leadership, and specific process owners, ensuring an organized approach to ROI-based improvement investments from a strategic perspective
• Create consistent, informative models of core business processes that are understood by both the business stakeholders and technical engineers to improve the alignment of solution /feature development with the expectations of the “business owner”
• Identify gaps in stated requirements and actual business needs
• Identify gaps in proposed technical design to avoid rework and delays
 Minimum/General Experience

- Strong customer service skills
- Solid understanding of basic business concepts and practices
- The ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and manuals
- The ability to write necessary business correspondence and documentation
- Extensive experience with development best practices
- Excellent written and communication skills
- Ability to work independently and within a team
- Time management skills and ability to meet deadlines
- The desire and motivation to learn new technologies and to keep current with new technological products, trends and issues
- The ability to effectively present information and respond to questions from a groups of managers, clients, customers and the general public
- The ability to define problems, collect data, establish facts and draw valid conclusions
- Self-motivation, with ability to be effective team player
- Solid work ethic with a willingness to work overtime to meet client demands
- Ability to act as a mentor for more junior level consultants, providing both technical and professional guidance

 Education Required

Bachelor’s degree or equivalent work experience.

 Subject Matter Expert (SME)

 Functional Responsibilities

The Subject Matter Expert (SME) is a proven leader and highly regarded expert in a particular area of interest. The SME is i3solutions’ definitive source of knowledge, technique, or expertise and functions as the organizational ambassador for the specific knowledge area. This position partners with other functions within the organization such as Business Development to assist in sales and scoping of projects and Training to develop programs to enhance client offerings and enrich i3solutions’ staff. The SME understands, articulates, and implements best practices related to his or her area of expertise.

The SME applies this area of expertise to support all relevant client projects. In this role, the SME will work for team leads to consult and/or implement the specific competency and provide guidance on how the area of expertise can resolve a client need. The SME will also apply this expertise to i3solutions’ vision and strategic direction as necessary.

- Act as the firm’s subject matter expert for a specific technology, or vertical promoting this expertise within and outside the firm
- Actively participate in external speaking engagements, including seminars, panels and trainings once a month
- Work for team leads as a consultant on specific projects, providing coaching and consulting to ensure client needs are met
- Attain 80% project billability
- Identify client’s business needs and potential sales opportunities
• Rely on expertise to assist in the scoping of client engagements
• Perform consultative post-sales role with customers regarding implementations, configurations and solutions
• Work with project leads and team members to ensure successful project roll-out that meets the project’s requirements and satisfies the overall needs of the customer
• Keep abreast of current trends and issues pertaining to area of expertise, including participation in seminars, training, roundtable events etc.
• Design, develop and perform formal training, brown bags and or QA sessions to staff relating to expertise at least once a quarter
• Define business requirements pertaining to area of expertise and recommend an approach to meet those needs
• Develop a partnership with clients and create a positive relationship to clearly understand business processes, short and long-term business objectives, and functional goals
• Work with project teams to understand schedules and deadlines to successfully complete all deliverables as assigned by project leads
• Possess a knowledge base of each client’s business, organization and objectives to anticipate client’s needs and propose alternative business solutions
• Assess technical issues and articulate solutions / best-practices to suit the client’s needs
• Provide additional consulting to improve customer service and enhance overall ROI to clients
• Use productivity tools such as configuration management tools
• Suggest areas for improvement in internal processes along with possible solutions
• Participate in and / or develop overall strategy and marketing approach for expert technology
• Act as a spokesperson for the firm
• Perform any administrative tasks assigned by management (e.g., status reports, timesheet entry)
• Perform any additional requirements as necessary

Minimum/General Experience
• Must be a noted or recognized leader in the field pertaining to area of expertise
• Prior experience leading seminars and/or brown-bags internally and externally as well as creating white papers in specialized area
• Obtain at least one industry certification in area of expertise
• At least five years of hands-on experience in the field
• Strong customer service skills
• The desire and motivation to learn new technologies and to keep current with new technological products, trends and issues
• Excellent communication and presentation skills, and the ability to articulate corporate competitive advantage
• Must be experienced conversing with, and selling to, clients with varying levels of management and organization structures
• Ability to use a strategic, solution-oriented approach to create interest in our unique value proposition with senior level executives

Education Required
Bachelor’s degree or equivalent work experience.
**Functional Responsibilities**

Responsible for critical activities on a development project, from first consultation with customer, through monitoring and summarizing progress of project to final delivery. Also responsible for reviewing, analyzing, and evaluating business systems and user needs.

- Have 4+ years’ experience in a software development role
- Have 6+ months hands-on experience implementing custom identity solutions with Okta
- Have used Okta API Access Management to secure APIs.
- Have created custom authorization servers, defined scopes and claims, and created policies and rules to secure APIs.
- Have experience using Okta REST APIs and I know how to pass the correct API parameters in requests.
- Have built client apps that authenticated users against Okta.
- Have experience configuring OIDC and OAuth apps in Okta.
- Know how to assign and unassign apps to users using Okta Users and Groups APIs.
- Know how to validate an authenticated user’s session.
- Understand the design principles of Okta APIs, including how to use pagination and how to filter query parameters on attributes.
- Know how to identify and work with Okta API rate limits.
- Know where to find the most up to date documentation and resources on Okta APIs.
- Have used Okta APIs to query logs and events.
- Have created, updated, and deleted users, groups, and apps using Okta APIs.
- Know when to use Okta REST APIs, Sign-in Widgets, and SDKs.
- Understand the various Okta supported OIDC and OAuth flows, and know when to use them.
- Understand the differences between an org authorization server and a custom authorization server in the context of OIDC and OAuth.
- Understand how an Okta policy and the rules associated with that policy affect API calls and responses.
- Know how to enforce Okta multifactor authentication for users in client apps.
- Know how to interpret the common Okta API error codes.
- Understand the different ways to create Okta sessions for Single Sign-On, including, redirectUrl, OIDC authorize, and Legacy Sessions API.
- Have implemented the Okta Sign-in Widget with customizations.
- Know how to do implicit and hybrid flows from the Okta Sign-in Widget.
- Know how to create sessions in Okta using Okta APIs and SDKs.
- Know how to configure trusted origins (CORS, Redirect), and understand the effects of the configuration of trusted origin when redirecting users.
- Develop a partnership with clients and create a positive relationship to clearly understand business processes, short and long-term business objectives, and functional goals
- Identify client’s business needs and potential sales opportunities
- Perform consultative post-sales role with customers regarding implementations, configurations and solutions
- Provide additional consulting to improve customer service and enhance overall ROI to clients
- Possesses a knowledge base of each client’s business, organization and objectives to anticipate client’s needs and propose alternative business solutions
- Use productivity tools such as configuration management tools
- Set and meet scheduled and self-imposed deadlines on multiple projects with little or no supervision
- Suggest areas for improvement in internal processes along with possible solutions
- Work with manager and team members to ensure successful project roll-out that meets the project’s requirements
• Investigate new technologies and methodologies
• Act as both a technical and / or professional mentor for more junior level consultants
• Perform any administrative tasks assigned by management (e.g., status reports, timesheet entry)
• Perform any additional track requirements as necessary

Minimum/General Experience

• Strong customer service skills
• Solid understanding of basic business concepts and practices
• The ability to lead small teams of two (2) to four (4) consultants
• Ability to grow client into major customer
• The ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and manuals
• The ability to write necessary business correspondence and documentation
• Self-motivation, with ability to be effective team player
• The ability to effectively present information and respond to questions from a groups of managers, clients, customers and the general public
• The ability to define problems, collect data, establish facts and draw valid conclusions
• The desire and motivation to learn new technologies and to keep current with new technological products, trends and issues
• Solid work ethic with a willingness to work overtime to meet client demands
• Ability to act as a mentor for more junior level consultants, providing both technical and professional guidance

Education Required

Bachelor’s degree or equivalent work experience.

2. Maximum Order

The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
Special Item Number 54151S - Information Technology (IT) Professional Services

3. Minimum Order

The minimum dollar value of orders to be issued is $100.00.

4. Geographic Coverage

Destination – CONUS (48 states, DC, Alaska, Hawaii and Puerto Rico)

5. Point(s) of Production

Sterling, Loudoun County, Virginia

6. Discount from List Price or Statement of Net Price

Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity Discounts

Additional 1% discount for a single task order equal to or greater than $500,000.
8. Prompt Payment Terms

NET 30. No additional discounts are offered for prompt payment.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items

Not applicable.

10a. Time of Delivery

TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Delivery Time (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>As agreed upon between the ordering agency and contractor</td>
</tr>
</tbody>
</table>

10b. Expedited Delivery

EXPEDITED DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Expedited Delivery (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>As agreed upon between the ordering agency and contractor</td>
</tr>
</tbody>
</table>

10c. Overnight and 2-day Delivery

Overnight and 2-day delivery are not available.

10d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. F.O.B. Point(s)

Not applicable.

12a. Ordering Address

i3solutions, Inc.
21515 Ridgetop Circle, Suite 260
Sterling, VA 20166
703-404-9595
12b. Ordering Procedures

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government’s needs.

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the supply or service representing the best value, the ordering office may consider--

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
(2) Trade-in considerations;
(3) Probable life of the item selected as compared with that of a comparable item;
(4) Warranty considerations;
(5) Maintenance availability;
(6) Past performance; and
(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors’

(1) catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
(2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:
(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.405-3. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency’s needs.

Ordering Procedures for Services Requiring A Statement of Work

GSA has determined that the prices for services contained in the contractor’s price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

   (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors’ locations, as appropriate). When buying IT professional services under SIN 54151S ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 54151S. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency’s needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency’s needs. Ordering offices should strive to minimize the contractors’ costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order: After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency’s requirement) if a single BPA or multiple BPAs will be established and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office’s requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors’ quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

13. Payment Address

i3solutions, Inc.
21515 Ridgetop Circle, Suite 260
Sterling, VA 20166
703-404-9595
   
   Not Applicable for services.

15. Export Packing Charges
   
   Not Applicable.

16. Terms and Conditions of Rental, Maintenance, and Repair
   
   Not Applicable.

17. Terms and Conditions of Installation
   
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   
   d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

18a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices
   
   Not applicable.

18b. Terms and Conditions for Any Other Services
   
   Not applicable.

19. List of Service and Distribution Points
   
   Not applicable.

20. List of Participating Dealers
   
   Not applicable.

21. Preventative Maintenance
   
   Not applicable.

22a. Special Attributes Such as Environmental Attributes
22b. **Section 508 Compliance**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:  [www.i3solutions.com](http://www.i3solutions.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

23. **Data Universal Number System (DUNS)**

Contractor DUNS Number: 004432162

24. **Notification Regarding Registration in System for Award Management (SAM) Database**

Contractor has registered with the System for Award Management (SAM) Database.