On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule (MAS)

**CONTRACT NUMBER:** 47QTCA21D00DB  
**CONTRACT PERIOD:** 08/09/2021 to 08/08/2026  
**Pricelist Current through Modification:** PS-A815  
**Effective date:** August 10, 2021

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

**INTEGRITY FIRST TECHNOLOGIES LLC**  
501 Longfellow Drive  
O’Fallon, IL 62269-7333  
Phone: (618) 979-0290 / Fax: (888) 733-6528  
Website: www.iftechs.com

|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For more information, Please Contact: | Robert D. Peel, Contracts Administrator  
(618) 979-0290  
robert.peel@iftechs.com |

GSA Multiple Award Schedule  
Contract No. 47QTCA21D00DB
1a. AUTHORIZED SPECIAL ITEM NUMBERS (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GEO</td>
<td>Earth Observation Solutions</td>
</tr>
</tbody>
</table>

Provides geospatial earth observation technologies, products, and services to include, but not limited to ground, satellite and aerial based sensor data and imagery; worldwide digital transmission, internet, data, and video services and products through various networks, platforms, and applications. Offerings include global coverage, imagery, archive storage and distribution, monitoring, base maps (mosaics), and earth observation solutions for accurate, mission critical information for uses to include, but not limited to, environmental, agriculture, meteorology, forestry, fish & wildlife habitats, disaster response and recovery, defense, maritime, mapping, humanitarian support, transportation, and public safety.

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology (IT) Professional Services</td>
</tr>
</tbody>
</table>

IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line-Item Number (CLIN)
- Subject to a Not to Exceed (NTE) ceiling price

OLMs are not:
- "Open Market Items"
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)
OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against a FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: See Price List.

1c. SERVICES OFFERED:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>(Year 1) 8/9/2021 to 8/8/2022</th>
<th>(Year 2) 8/9/2022 to 8/8/2023</th>
<th>(Year 3) 8/9/2023 to 8/8/2024</th>
<th>(Year 4) 8/9/2024 to 8/8/2025</th>
<th>(Year 5) 8/9/2025 to 8/8/2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GEO</td>
<td>Cartographer - Apprentice</td>
<td>$51.63</td>
<td>$52.81</td>
<td>$54.03</td>
<td>$55.27</td>
<td>$56.54</td>
</tr>
<tr>
<td>541370GEO</td>
<td>Imagery Analyst - Journeyman</td>
<td>$72.07</td>
<td>$73.72</td>
<td>$75.42</td>
<td>$77.15</td>
<td>$78.93</td>
</tr>
<tr>
<td>541370GEO</td>
<td>Geospatial Analyst - Journeyman</td>
<td>$64.71</td>
<td>$66.19</td>
<td>$67.72</td>
<td>$69.27</td>
<td>$70.87</td>
</tr>
<tr>
<td>541370GEO</td>
<td>Geospatial Analyst - Senior</td>
<td>$79.70</td>
<td>$81.53</td>
<td>$83.41</td>
<td>$85.33</td>
<td>$87.29</td>
</tr>
</tbody>
</table>

Price List Applicable to SIN 54151S - Information Technology (IT) Professional Services

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>(Year 1) 8/9/2021 to 8/8/2022</th>
<th>(Year 2) 8/9/2022 to 8/8/2023</th>
<th>(Year 3) 8/9/2023 to 8/8/2024</th>
<th>(Year 4) 8/9/2024 to 8/8/2025</th>
<th>(Year 5) 8/9/2025 to 8/8/2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Telecommunications Specialist II</td>
<td>$39.54</td>
<td>$40.45</td>
<td>$41.38</td>
<td>$42.33</td>
<td>$43.31</td>
</tr>
<tr>
<td>54151S</td>
<td>Network Specialist I</td>
<td>$51.54</td>
<td>$52.32</td>
<td>$53.52</td>
<td>$54.75</td>
<td>$56.01</td>
</tr>
<tr>
<td>54151S</td>
<td>Communications Specialist II</td>
<td>$78.47</td>
<td>$80.27</td>
<td>$82.12</td>
<td>$84.01</td>
<td>$85.94</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Engineer I</td>
<td>$60.96</td>
<td>$62.36</td>
<td>$63.79</td>
<td>$65.26</td>
<td>$66.76</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Engineer III</td>
<td>$85.39</td>
<td>$87.35</td>
<td>$89.36</td>
<td>$91.42</td>
<td>$93.52</td>
</tr>
</tbody>
</table>

2. MAXIMUM ORDER PER SIN:

<table>
<thead>
<tr>
<th>SIN</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GEO</td>
<td>$1,000,000 per SIN/Order</td>
</tr>
<tr>
<td>54151S</td>
<td>$500,000 per SIN/Order</td>
</tr>
<tr>
<td>OLM</td>
<td>$100,000 per SIN/Order</td>
</tr>
</tbody>
</table>

Notwithstanding this limit, agencies may place and Integrity First Technologies LLC may honor orders exceeding this limit in accordance with FAR 8.404. This maximum order value is a dollar amount at which it is suggested that the ordering agency request greater discounts from the contractor before issuing the order. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order.
3. **MINIMUM ORDER LIMITATION**: $100

4. **GEOGRAPHIC COVERAGE (DELIVERY AREA)**: Worldwide Delivery

5. **POINT OF PRODUCTION**: United States

6. **BASIC DISCOUNT**: Prices listed are net (6.0% discount has been applied to Commercial Price List).

7. **QUANTITY DISCOUNT**: 1% on orders exceeding $250,000.

8. **PROMPT PAYMENT TERMS**: Net 30.

9a. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO PURCHASE THRESHOLD**.

9b. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD**.

10. **FOREIGN ITEMS**: None

11a. **TIME OF DELIVERY**: As specified in Task Orders

11b. **EXPEDITED DELIVERY**: Contact Contractor

11c. **OVERNIGHT AND 2-DAY DELIVERY**: Contact Contractor

11d. **URGENT REQUIREMENTS**: Contact Contractor

12. **F.O.B. POINT**: Destination

13a. **ORDERING ADDRESS**: INTEGRITY FIRST TECHNOLOGIES LLC
501 Longfellow Drive
O’Fallon, IL 62269-7333
Phone: 618-979-0290

13b. **ORDERING PROCEDURES**: Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14. **PAYMENT ADDRESS**: Same as Ordering Address

15. **WARRANTY PROVISION**: Not Applicable

16. **EXPORT PACKING CHARGES**: Not Applicable

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE**: Will be accepted above the micro-purchase threshold

18. **TERMS AND CONDITIONS OF RENTAL**: Not Applicable
19. TERMS AND CONDITIONS OF INSTALLATION: Not Applicable
20. TERMS AND CONDITIONS OF REPAIR PARTS: Not Applicable
20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: Not Applicable
21. LIST OF SERVICE AND DISTRIBUTION POINTS: Not Applicable
22. LIST OF PARTICIPATING DEALERS: Not Applicable
23. PREVENTIVE MAINTENANCE: Not Applicable
24a. SPECIAL ATTRIBUTES: Not Applicable
24b. SECTION 508 COMPLIANCE INFORMATION: Not Applicable
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 826391729
26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database.
1. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

i. “Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

ii. "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.

iii. 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

a. 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.

5. OFFERINGS
Shall comply with cited Department of Defense (DoD) standards, Intelligence Community (IC) standards, Open Geospatial Consortium (OGC) standards (http://www.opengeospatial.org/standards), and other standards such as https://nationalmap.gov/standards as specified by the ordering activity.

6. INFORMATION ASSURANCE/SECURITY REQUIREMENTS

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.

7. TECHNICAL SUPPORT:

a. Without additional charge to the ordering activity, shall provide a hot line technical support number for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available shall be available during specified hours.

b. At the task or delivery order level, provide a telephone number and hours of operation for technical support hotline; indicate applicable time zone for the hours of operation—i.e., Eastern time, Central, Mountain or Pacific time.

8. THE FOLLOWING APPLIES TO ANY IT SOLUTIONS SIN THAT INCLUDES IT PROFESSIONAL SERVICES:

a. Only IT Professional Services or Labor Categories shall be offered.

b. Resumes shall be provided to the GSA contracting officer or the user ordering activity upon request.

c. The below is a list of Professional Service/Labor Categories being offered: (Please see page 9 of 9 for a list of the pricing):
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartographer – Apprentice</td>
<td>Utilizes Source evaluation of rasterized nautical charts, ENC, digital hydrographic survey data, Notices to Mariners (NtM), orthorectified imagery, chart catalogs and a variety of Open Source or government furnished data sets, to produce project packages for In-House or contract production. Compiles or updates maritime features and attributes on ArcGIS based Data Capture and Finishing Environment (DCAFE) workstations or ESRI based Foundation GEOINT Modernization (FG MOD) production environment workstations. Extracts features from a variety of sources including but not necessarily limited to rasterized nautical charts, ENC, digital hydrographic survey data, NtM, orthorectified imagery, and chart catalogs. Writes Python Scripts in ArcGIS to improve efficiency of the production process. <strong>Minimum Education:</strong> High School. <strong>Minimum Years of Experience:</strong> 2 years of related experience. (A degree related to the support services may count for years of experience. 2 years for an Associates and 4 years for a Bachelors). Relevant commercial certifications are desired.</td>
</tr>
<tr>
<td>Imagery Analyst - Journeyman</td>
<td>Researches Intelligence Community (IC)) databases for amplifying information, producing standard imagery analysis products, and effectively collaborating with the Intel Community and other organizations that enhance collection, research, analysis, and product generation processes. Provides imagery analysis against targets utilizing a variety of platforms and will include locating, identifying, characterizing, and monitoring strategic operational and tactical facilities. Creates a variety of GEOINT media and collateral imagery products such as data sets, ground truth, and briefing materials supporting various geospatial research projects. Provides services supporting the identification of technology gaps in capabilities and processes, and support the insertion of new imagery related technology into operational environment. Utilizes a multi-INT approach in every aspect of their analytical duties to analyze AOIs to support Counterproliferation, Counterterrorism, Current Operations, Counterintelligence support Anticipatory Intelligence and Strategic Intelligence. Performs quality control on analytical products, provide collaboration with the NGA workforce on leading edge imagery analysis technologies, and provide expert advice on technical matters related to imagery information. Serves as SME Imagery Analysts, producing intelligence on mission specific issues. Produces summary-type reports, detailed mission graphics, database remarks, ad-hoc reports, and daily briefings. <strong>Minimum Education:</strong> Associates Degree. <strong>Minimum Years of Experience:</strong> 4 years of related experience. (A degree related to the support services may count for years of experience. 2 years for an Associates and 4 years for a Bachelors). Relevant commercial certifications are desired.</td>
</tr>
<tr>
<td>Geospatial Analyst - Journeyman</td>
<td>Extracts and/or acquires geospatial information, derivative information and multi-INT data for analysis, visualization and modeling. Solves problems and enhances the GEOINT knowledge of mission-specific intelligence issues. Extracts specific mission-related feature data in accordance with the customer's data and product specifications and with respect to non-standard product requirements. Assists in developing and implementing a metadata catalog. Assists in establishing and managing geospatial analysis research and production, as well as the strategies and processes to achieve the goal of analyzing the logistics and security</td>
</tr>
</tbody>
</table>
associated with mission-specific issues. Creates, updates, and manages geospatial information system databases and products. Assists in identifying, compiling and assessing geospatial and imagery data sets to support requirements. Performs network and infrastructure analysis for all aspects of geographic routes to include electric power networks, transportation networks, communications networks, and security forces. Performs quality control on created analytical products. Collaborates with analysts, partners, and customers as required. Utilizes a multi-INT approach towards finding, cataloging, and assessing mission-related facilities to produce GEOINT in support of locating, compiling, characterizing, and monitoring mission-specific facilities, logistics, and route studies associated with those facilities.

**Minimum Education:** Associates Degree.

**Minimum Years of Experience:** 4 years of related experience. (A degree related to the support services may count for years of experience. 2 years for an Associates and 4 years for a Bachelors). *Relevant commercial certifications are desired.*

| Geospatial Analyst - Senior | Extracts and/or acquires geospatial information, derivative information and multi-INT data for analysis, visualization and modeling. Solves problems and enhances the GEOINT knowledge of mission-specific intelligence issues. Extracts specific mission-related feature data in accordance with the customer's data and product specifications and with respect to non-standard product requirements. Functional knowledge of ArcGIS Pro. Demonstrated knowledge using ArcGIS 10.x for contributing to and maintaining an instance of ArcServer. Functional knowledge of scripting and programming languages such as Python and Java with the ability to apply these skills to geospatial models and solutions. Functional knowledge of data science techniques for geospatial analysis. Demonstrated knowledge of graphic design principles as they relate to incorporating a map or cartographic visualization into an infographic or tabloid. Knowledge of other GIS applications such as ArcGIS Earth and QGIS. Interacts with management team to ensure project completion and product quality. Expert in terrain and hydrologic modeling utilizing high-resolution digital elevation model data. |

**Minimum Education:** Bachelor’s Degree.

**Minimum Years of Experience:** 10 years of related experience. (A degree related to the support services may count for years of experience. 2 years for an Associates, 4 years for a Bachelors, and 6 for a Masters). *Relevant commercial certifications are desired.*
1. **SCOPE**  
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Multiple Award Schedule.  
   
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.  
   
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.  
   
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. **ORDER**  
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.  
   
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. **PERFORMANCE OF SERVICES**  
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.  
   
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.  
   
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.  
   
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

   1. Cancel the stop-work order; or
   2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

   b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

   1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
   2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

   c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

   d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **INSPECTION OF SERVICES**


7. **RESPONSIBILITIES OF THE CONTRACTOR**

   The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

   Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.
9. **INDEPENDENT CONTRACTOR**
   All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**
    a. **Definitions.**
       “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
       An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.
    b. **To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts.** Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. **INVOICES**
    The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. **PAYMENTS**
    For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:
    a. **The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.**
    b. **The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit.** The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
       1. The offeror;
       2. Subcontractors; and/or
       3. Divisions, subsidiaries, or affiliates of the offeror under a common control.
13. **RESUMES**
Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

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

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

### Labor Category/Descriptions applicable to SIN 54151S - Information Technology (IT) Professional Services

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telecommunications Specialist II</strong></td>
<td>Ensures provisioning orders in DISA StoreFront (DSF) are accurate, contain all the required documentation, and comply with official guidance. Approves validated orders in DSF and denies all orders that require customer correction. Supports the Communication Service Authorization (CSA) (“Expired CSA”) program using the DSF Service Management module and TCOSS CSA Management tool for Expired and Expiring CSAs. Coordinates with CSA owner on re-awards actions, replacement CSAs and discontinues CSAs if no longer needed. Provides assistance to customers on telecommunications related issues including the preparation of DSF circuit and service provisioning orders, technical and policy guidance, billing issues, and commercial contract services. Manages and coordinates the Review and Revalidation (R&amp;R) program in support of military services and their subordinate units. Minimum Education: Associates Degree. Minimum Years of Experience: 4 years of related experience. (A degree related to the support services may count for years of experience. 2 years for an Associates and 4 years for a Bachelors). Relevant commercial certifications are desired.</td>
</tr>
<tr>
<td><strong>Network Specialist I</strong></td>
<td>Supports the DISN and customer projects by managing circuit transitions and tracking new replacement circuits. Provides reviews and analysis of the circuit transition process. Utilizes the Government-furnished order entry systems (World Wide Online System (WWOLS) and DISA StoreFront (DSF) to enter order data into the format necessary to generate Telecommunications Service Requests (TSR) and Telecommunications Service Orders (TSO). Reviews orders for correct format, required information, data content, and addressee listing. Makes additions, deletions, and changes of data in accordance with established procedures and instructions. Provides technical assistance for requirements processing to include coordination on all phases of documentation and tracking for requesting, ordering, and implementing services on the DISN. Interfaces with the respective Defense Information Technology Contracting Office (DITCO) service center to resolve order problems with leased circuits. Provides Cost Estimates for service requests. Extracts data from orders for a Start, Disconnect, Change, Re-award, Amendment, or Cancel actions and builds an input circuit file into the database. Researches computer-rejected data and initiates corrections as appropriate. Minimum Education: Associates Degree.</td>
</tr>
</tbody>
</table>

GSA Multiple Award Schedule
Contract No. 47QTCA21D00DB
<table>
<thead>
<tr>
<th><strong>Communications Specialist II</strong></th>
<th>Provides Help Desk and Computer Software Support for the circuit provisioning process. Provides support for application users on local clients, remote clients, and Web users. Provides application support as well as network account management. Uses automation tools to track requirements, trouble reports, and fix actions. Performs trend analysis of problem reports to identify system problems. Provides user training for web and Windows applications. Advises users in updating internal reference data directly from application data sets. Obtains updated data sets for application lookup reference data from DISA. Loads monthly DITCO billing data and DFAS billing data. Provides ad-hoc reporting and data set extractions as requested. Maintains database tracking systems and approval interfaces with DISA StoreFront. Resolves issues with provisioning responsibility assignment and message distribution. Identifies and resolves data quality issues with received documents and data sets. Works with DISA to resolve and improve data integrity issues between automation systems. Manages document and graphical image data storages. Develops data sets to cross reference Unit Id Codes (UIC) to Geographic Location Codes (GEOLOC) and DISA DITCO city-state names.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Years of Experience:</strong> 4 years of related experience. (A degree related to the support services may count for years of experience. 2 years for an Associates and 4 years for a Bachelors). <strong>Relevant commercial certifications are desired.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Associates Degree.</td>
<td></td>
</tr>
</tbody>
</table>

| **Systems Engineer I** | Provides Web Site Support. Manages site architecture and configurations. Maintains static and dynamically data generated web-based client user interfaces. Develops and designs new static and dynamically data generated web-based client user interfaces. Manages site security and policies. Monitors site performance and usage statistics and provides analysis report as requested by the Program Manager. Advises on current Service and DoD web management and security policies. Ensures that site design standards adhere to guidelines. Transitions VFP Windows applications to web based three-tier architected applications. Develops common web-oriented application framework for integrated systems. Utilizes Object Oriented analysis, design and development methodologies and techniques. Utilizes Microsoft Visual Studio with VB.NET, ASP.NET, and Java Script languages. Re-designs provisioning process support in databases to reflect the changing role of DISA support elements within the long-haul provisioning process. |
| **Minimum Years of Experience:** 4 years of related experience. (A degree related to the support services may count for years of experience. 2 years for an Associates and 4 years for a Bachelors). **Relevant commercial certifications are desired.** |
| **Minimum Education:** Associates Degree. |

<table>
<thead>
<tr>
<th><strong>Systems Engineer III</strong></th>
<th>Serves as Management Information System (MIS) manager. Designs, develops and manages implementation of risk assessment and business contingency planning framework, methodology and tools to ensure business continuity of operations across a large, multi-division, decentralized organization. Supports multi-language, multi-platform and multi-operating system operations and utilized electronic commerce and Electronic Data.</th>
</tr>
</thead>
</table>
Interchange (EDI) applications. Recognizes and recommends new or emerging technology or software to satisfy functional requirements and processes. Provides highly technical and/or specialized guidance concerning automation solutions to complex information processing problems related to the subject field. Provides customer support using enterprise solutions software to integrate business areas, consistent with today’s technology in order to operate in an open systems environment and client service architectures. Analyzes data processing requirements to plan EDP systems to provide system capabilities required for projected workloads. Plans layout and installation of new systems or modification of existing systems. Knowledgeable in Oracle, Windows NT, network administration, project management and Unix and Cobol programming. Deploys new applications that utilize Internet standards to enable wide access from the diverse client types found throughout the public Internet. Networking. Integrated the following network infrastructure components: Routers, Switches, Routed Networks, Frame Relay, Static and Dynamic Routes Configuration, Token Ring Topology, Ethernet Topology, Ethernet Topology, CISCO, 3COM, Network Troubleshooting, Network Polling, Network Discovery. Provides technical/management leadership on major tasks or technology assignments.

**Minimum Education**: Bachelor’s Degree.

**Minimum Years of Experience**: 8 years of related experience. (A degree related to the support services may count for years of experience. 2 years - Associates, 4 years - Bachelors, and 6 years - Masters). *Relevant commercial certifications are desired.*