

General Services Administration – Federal Supply Service

CNS, Incorporated

6710 Oxon Hill Rd. STE 210
Oxon Hill, MD 20745
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Web: www.cnsincorporated.com

Business Size Classification: Small Business



Contract Number: 47QTC A22D00B0

Period Covered by Contract: 7/25/2022 thru 7/24/2027

Current Through Modification: PO-0001, effective 7/25/2022

SIN 54151S – Information Technology Professional Services

OLM – Order Level Materials

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

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



Information for Ordering Activities

1a. Table of Awarded Special Item Numbers with Appropriate Cross Reference to Item Descriptions and Awarded Price(s)

SIN 54151S IT Professional Services.

See Attachment 1 and 2 for a listing of labor categories and pricing.

1b. Lowest Priced Model for Each SIN

Not applicable.

1c. Labor Category Descriptions and Hourly Rates

See Attachment 1 and 2 for a listing of labor categories and pricing.

2. Maximum Order

54151S: \$500,000

OLM: N/A

3. Minimum Order

\$100.00

4. Geographic Coverage (Delivery Area)

Domestic Delivery Only (48 contiguous states, D.C., Hawaii, Alaska, and U.S. territories). Domestic Delivery also includes a port of consolidation point, within the aforementioned areas for orders received from overseas activities.

5. Point(s) of Production

CNS, Incorporated
6710 Oxon Hill Rd. STE 210
Oxon Hill, MD 20745

6. Discount from List Prices or Statement of NET Price

Prices are listed as NET. Discounts have been deducted and IFF has been included.

7. Quantity/Volume Discounts

None.

8. Prompt Payment Terms

Not applicable.

9. Foreign Items

Not applicable.



10a. Time of Delivery

CNS, Incorporated will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

10b. Expedited Delivery

See 10d below.

10c. Overnight and 2 Day Delivery

Not applicable.

10d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent requirements of an ordering activity, ordering activities 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 and in accordance with all other terms and conditions of the contract.

11. F.O.B. Points

Destination, Point of Exportation.

12a. Ordering Address

CNS, Incorporated
6710 Oxon Hill Rd. STE 210
Oxon Hill, MD 20745

12b. Ordering Procedures

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

13. Payment Address

CNS, Incorporated
6710 Oxon Hill Rd. STE 210
Oxon Hill, MD 20745

14. Warranty Provision

Not applicable.

15. Export Packing Charges

Not applicable.



16. Terms and Conditions of Rental, Maintenance, and Repair

Not applicable.

17. Terms and Conditions of Installation

Not applicable.

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. Preventive Maintenance

Not applicable.

22a. Special Attributes such as Environmental Attributes

Not applicable.

22b. Section 508 Compliance

Not applicable.

23. Unique Entity Identifier (UEI)

UEI: RK8XG4927BZ9



Attachment 1 Labor Category Descriptions

Substitution of Experience for Education

Two years of qualifying work experience in a related field may be substituted for one year of college.

Substitution of Education for Experience

One year of college in a related field may be substituted for two years of qualifying work experience.

Business Systems Analyst

Functional Responsibility: The Business Systems Analyst is responsible for, but not limited to: conducting user training sessions if needed; preparing communications plans; developing project documentation and user training materials with respect to project specifications; testing, designing, and coding of functional components of information systems; producing database extracts; performing program management tasks; and documenting the existing organization's business flows. Elicits requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analyst, task and workflow analysis.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 4 years in related IT field.

Computer Systems Analyst

Functional Responsibility: Performs systems analysis of computer and communications/network systems. The CSA installs computer operating systems, software applications, and computer/network hardware. Possesses keen troubleshooting skills. Reviews, analyzes, and modifies systems. Consults with users to identify current operating procedures and to clarify program objectives. Writes manuals for users to describe installation and operating procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 4 years in related IT field.

Database Specialist

Functional Responsibility: Performs a variety of tasks involving the design and building of databases for data storage and/or processing. Develops and formulates standards, procedures, and conventions for database use. Works with technical/programming staff to ensure database security. Also responsible for: developing strategies for data acquisition, warehouse implementation, and data recovery; evaluating data sources for the improvement of quality standards and integration; and performing database management to include the removing and clearing of archived data.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 5 years in related IT field.



IT Consultant

Functional Responsibility: The IT Consultant possesses a high level of experience in a variety of industries and leverages their diverse experience throughout project planning, execution, and delivery of IT System and Business Solutions. Works with end user groups to identify technical solutions to business problems or inefficiencies. Evaluates existing systems and/or user needs and makes recommendations. May require certification in specific applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgement to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 7 years in related IT field.

IT Management Analyst

Functional Responsibility: Develops, implements, and monitors policies and procedures for information resources management. Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analysis. Collects, compiles and assembles data for financial and analytical reports. Works under minimum supervision. Plans, conducts and may supervise assignments. Reviews progress and evaluates results. Recommends changes in procedures.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 4 years in related IT field.

IT Program Manager

Functional Responsibility: Provides program management for complex projects. Prepares project implementation plan, coordinates project activities, monitors project milestones, and provides progress reports. Under limited supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure adherence to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, and oversees the completion of all assigned tasks.

Minimum Education: Bachelor's Degree in Information Systems, Management Systems, Engineering, or related field.

Minimum Experience: 8 years in related IT field.



IT Project Manager

Functional Responsibility: Coordinates IT project schedules, timelines, and related project information. Monitors tasks and advises the customer of any problems, delays, issues, or requirements associated with the project. The PM provides direction and coordination for all task related efforts. Responsibilities include identifying new technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 8 years in related IT field.

IT Security Specialist

Functional Responsibility: Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Analyzes information security systems and applications and recommends and develops security measures to protect information against unauthorized modification or loss. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 4-6 years in related IT field.

IT Senior Security Specialist

Functional Responsibility: Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Analyzes information security systems and applications and recommends and develops security measures to protect information against unauthorized modification or loss. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Ensures that all system platforms are functional and secure. Works with upper management to determine acceptable level of risk for enterprise computing platforms. Familiar with a variety of the field's concepts, practices, and procedures. Very likely directs and leads others.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 6 years in related IT field.



IT Service Desk Manager

Functional Responsibility: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 4 years in related IT field.

IT Service Desk Specialist

Functional Responsibility: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. The HDS serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: High School Diploma.

Minimum Experience: 2 years in related IT field.

IT Subject Matter Expert

Functional Responsibility: Provide expert, independent services, and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with Contractor management and Client personnel to ensure that the problem has been properly defined and that the solution will satisfy the Client's requirements. Advises team members of implication of approaches during solution development. Services as facilitator for Integrated Product Team meetings. Works under general supervision. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgement to plan and accomplish goals. Performs a variety of tasks.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 10 years in related IT field.

Software Developer

Functional Responsibility: General supervision, performs, develops, codes, tests, and debugs new software or enhancements to existing software. Has good understanding of client's business applications. Works with technical staff to understand problems with software and is responsible for resolving them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals. Demonstrates software.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 3 - 5 years in related IT field.



Senior Software Developer

Functional Responsibility: Required for the testing, debugging, and refinement of computer software to meet required standards and expectations. Other duties include, but not limited to: software enhancement in order to reduce operating time and improve overall efficiencies; providing direction at a technical stance to programmers and analysts in order to meet established deadlines; creating and interpreting design documents. Block diagrams, and logical flow charts to develop software; and also creating and interpreting user and program level documentation.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 6 years in related IT field.

Systems Administrator

Functional Responsibility: Performs the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Plans and monitors the optimizing of system operation and resource utilization and performs systems capacity analysis and planning. Provides support to users in accessing and using business systems. Experience in administrating UNIX, Windows, or open systems-compliant systems. Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 5 years in related IT field.

Systems Analyst

Functional Responsibility: Analyzes and evaluates existing or proposed systems and devices to process data. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solution. Prepares detailed program specifications and flowcharts and coordinates the system s installation with the user department, ensuring satisfactory results.

Minimum Education: Bachelor's Degree in Information Systems, Computer Science, Engineering, or related field.

Minimum Experience: 4 years in related IT field.



Systems Engineer

Functional Responsibility: Plans, designs, oversees deployment of complex enterprise-wide or large scale information architectures including computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. Supports all program/project planning and milestone development. Responsible for all system engineering and management including daily system operation, for the computer operating system applicable to the site supported. Must be adept at problem identification, resolution and capable of documenting operating system problems and developing solutions. Responsible for the planning and engineering of an organization's systems infrastructure. Includes the implementation and design of hardware and software. Monitors the performance of systems.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 5 years in related IT field.

Senior Systems Engineer

Functional Responsibility: Plans, designs, oversees deployment of complex enterprise-wide or large-scale information architectures including computer hardware and software, operating systems, middleware, communications hardware and software, and security components. Ensures these systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of complex information management solutions. Supports all program/project planning and milestone development. Responsible for all system engineering and management including daily system operation, for the computer operating system applicable to the site supported. Must be adept at problem identification, resolution and capable of documenting operating system problems and developing solutions. Responsible for the planning and engineering of an organization's systems infrastructure. Includes the implementation and design of hardware and software. Monitors the performance of systems.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 7 years in related IT field.

Technical Writer

Functional Responsibility: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related field.

Minimum Experience: 4 years in related IT field.



Attachment 2 GSA Pricing with IFF

| SIN | Labor Category Title | GSA Price w/IFF | Unit of Issue |
|--------|-------------------------------|-----------------|---------------|
| 54151S | Business Systems Analyst | \$109.72 | Hour |
| 54151S | Computer Systems Analyst | \$95.76 | Hour |
| 54151S | Database Specialist | \$99.75 | Hour |
| 54151S | IT Consultant | \$149.62 | Hour |
| 54151S | IT Management Analyst | \$119.70 | Hour |
| 54151S | IT Program Manager | \$169.57 | Hour |
| 54151S | IT Project Manager | \$139.65 | Hour |
| 54151S | IT Security Specialist | \$119.70 | Hour |
| 54151S | IT Senior Security Specialist | \$149.62 | Hour |
| 54151S | IT Service Desk Manager | \$79.80 | Hour |
| 54151S | IT Service Desk Specialist | \$45.92 | Hour |
| 54151S | IT Subject Matter Expert | \$219.45 | Hour |
| 54151S | Software Developer | \$119.70 | Hour |
| 54151S | Senior Software Developer | \$139.65 | Hour |
| 54151S | Systems Administrator | \$91.85 | Hour |
| 54151S | Systems Analyst | \$129.67 | Hour |
| 54151S | Systems Engineer | \$129.67 | Hour |
| 54151S | Senior Systems Engineer | \$139.65 | Hour |
| 54151S | Technical Writer | \$59.85 | Hour |