

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
PRICELIST**

Professional Services Schedule

**Special Item No. 874-1 Integrated Consulting Services
Special Item No. 874-7 Integrated Business Program Support Services**

**Special Item No. 899-1 Environmental Consulting Services
Special Item No. 899-3 Environmental Training Services**

Special Item No. C132-51 IT Professional Services

**Hitachi Consulting Corporation
14643 Dallas Parkway, Suite 800
Dallas, TX 75254
301.354.8537**

www.hitachiconsulting.com

Contract Number: GS-00F-0001X
Period Covered by Contract: 01 October 2010 through 30 September 2020

INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Ordering Information: Michelle Drewer, 804.761.5676, vsub_mdrewer@hitachiconsulting.com

Mailing address: Hitachi Consulting Corporation
51 Monroe St., Suite PE-08
Rockville, MD 20850

Remit to address: Hitachi Consulting Corporation
ATTN: Accounts Receivable
14643 Dallas Parkway, Suite 800
Dallas, TX 75254

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 004595661
Block 30: Type of Contractor - C

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO
Block 36: Contractor's Taxpayer Identification Number (TIN): 75-2896490

- 4a. CAGE Code: 1TU19
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>C132-51, 874-1, 874-7, 899-1, 899-3</u>	<u>As Agreed upon between Ordering Agency and Contractor</u>

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery 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 acceptable to the ordering activity, 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.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0 % - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity - **NONE**
- c. Dollar Volume - **NONE**
- d. Government Educational Institutions - **Government Educational Institutions are offered the same discounts as all other Government customers.**
- e. Other - **NONE**

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar value of orders to be issued is \$ 100 .

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:
 - Special Item No. C132-51 IT Professional Services**
 - Special item No. 874-1 Integrated Consulting Services**
 - Special item No. 874-7 Integrated Business Program Support Services**
- b. The Maximum Order value for the following Special Items Numbers (SINs) is \$1,000,000
 - Special Item No. 899-1 Environmental Consulting Services**
 - Special Item No. 899-3 Environmental Training Services**

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS

PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not applicable

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. 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.hitachiconsulting.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT), PROFESSIONAL SERVICES (SIN C132-51)

1. SCOPE

- a. The prices, terms and conditions stated under the above referenced Special Item Numbers for IT Services apply exclusively within the scope of this Information Technology 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.

2. PERFORMANCE INCENTIVES

- 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 in accordance with this clause.
- 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

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

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 (Deviation – May 2003) 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/EC Services.

9. INDEPENDENT CONTRACTOR

All IT/EC 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) 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.

16. DESCRIPTION OF IT SERVICES AND PRICING

Hitachi Consulting Corporation (HCC) proposes 7 labor categories and associated rates. Listed below please find the description of each labor category and their qualifications and requirements.

INFORMATION TECHNOLOGY SERVICES LABOR CATEGORY DESCRIPTIONS

1. IT Practice Associate

Purpose:

- Works as a team member in delivery, providing support consulting services to clients in support of the statement of work and project objectives.
- Operates under close supervision on defined assignments.

Essential Duties and Responsibilities:

IT Practice Associates work on projects of various sizes to provide basic support to meet the project objectives. IT Practice Associates participate in the development of project deliverables and support administrative functions of the project. Activities may include:

- Performing research, analysis, documentation, facilitation, and problem solving on assigned tasks within scope
- Project Administration
- Supporting technical and/or functional staff in deliverables
- Interfacing with client's personnel
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience: High School Diploma + no additional experience required

Specialized Knowledge and Skills:

- Communication skills
- Analysis, research and problem solving skills
- Ability to work well both independently and in teams
- Organization

2. IT Programmer/Analyst/Application Consultant

Purpose:

- Works as a team member in IT Delivery, providing IT Programmer, Analyst or Application Consulting services to clients in support of the statement of work and project objectives.
- Operates under close supervision on defined assignments

Essential Duties and Responsibilities:

IT Programmer, Analyst and Application Consultants work on projects of various sizes to provide functional and/or technical support meet the project objectives. IT Programmer, Analyst, or Application Consultants participates in the delivery of project deliverables to clients. Activities may include:

- Performing research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Supporting technical and/or functional deliverables
- Interfacing with client's personnel
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline or 2 years relevant experience in a functional, technical, solution, or industry offering

Specialized Knowledge and Skills:

- Communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner and to multi-task
- Aptitude to learn quickly

3. IT Senior Programmer/Analyst/Application Consultant

Purpose:

- Works as a team member in IT Delivery, providing IT Programmer, Analyst Application Consultant services to clients in support of the statement of work and project objectives.
- Operates under the supervision of the IT Project Manager and may manage a stream of work or perform IT team lead activities.

Essential Duties and Responsibilities:

IT Senior Programmer, Analyst and Application Consultants work on projects of various sizes to provide functional and/or technical support meet the project deliverables. IT Senior Programmer, Analyst and Application Consultants participate and may lead in the delivery of project deliverables. Activities may include:

- Perform work and manage project tasks
- May lead a work stream or project deliverable
- Performing or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Build client relationships
- Supervise and review the work of less senior consultants.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 2 years relevant experience or 5 years relevant experience in a functional, technical, solution, or industry offering

Specialized Knowledge and Skills:

- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up
- Technical or functional skills to contribute to project success

4. IT Architect / Project Manager

Purpose:

- Works as a team member in IT Delivery, providing IT Architect services to clients in support of the statement of work and project objectives.
- Provides functional, technical or solution or industry expertise to meet the required project objectives and deliverables.
- Operates under the supervision of the IT Project Manager and may manage a stream of work, deliverable or perform IT team lead activities.

Essential Duties and Responsibilities:

IT Architects work on projects of various sizes to provide functional, technical, solutions or industry support to meet the project objectives or deliverables. IT Architects participate or lead in the delivery of project deliverables. Activities may include:

- Perform work, manage project tasks or project deliverables
- May provide expertise in one or more areas required by tasks, project deliverables or statements of work
- May lead a work stream or project deliverable
- Performing or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Establish client relationships
- Supervise and review the work of less senior consultants.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 5 years relevant experience or 9 years relevant experience in a functional, technical, solution, or industry offering. Advance Degree such as an MBA, Masers, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up

5. IT Senior Architect/Senior Project Manager

Purpose:

- Works as a team member in IT Delivery, providing IT Senior Architect or IT Project Manager services to clients in support of the statement of work and project objectives.
- May provide expertise in a functional, technical, solution or industry in support of the statement of work, project deliverables or solution.
- Operates under the supervision of the IT Project Manager, Program Director, OIC or QA and may manage increasing complex streams of work, deliverables or other IT activities.

Essential Duties and Responsibilities:

IT Senior Architect or Project Managers work on projects of various sizes to provide functional, technical, solutions or industry support to meet the increasing complex project objectives or deliverables. IT Senior Architects or Project Managers participate and may lead in the design or delivery of project deliverables tasks or objectives. Activities may include:

- Perform work, manage project tasks or project deliverables
- May provide expertise in one or more areas required or in support of tasks, project deliverables or statements of work
- Lead role in developing technical knowledge of team members or clients
- Design, Perform or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Established long-term client relationships
- Supervise and review the work of Hitachi and client staff.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 9 years relevant experience or 13 years relevant experience in a functional, technical, solution, or industry offering. Advance Degree such as an MBA, Masers, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Technical, functional, industry or solutions experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up

6. IT Subject Matter Expert/Program Director

Purpose:

- Works as a team member in IT Delivery, providing IT Subject Matter Expert or Program Director services to clients in support of the statement of work and project objectives.
- Provides subject matter expertise or program management in a functional, technical, solution or industry in support of the statement of work, project deliverables or solution.
- Operates under the supervision of the IT Project Manager, Program Director, OIC or QA and may manage increasing complex streams of work, deliverables or other IT activities.

Essential Duties and Responsibilities:

IT Subject Matter Expert or Program Director works on projects of various sizes to provide functional, technical, solutions or industry expertise to meet the increasing complex project objectives or deliverables. IT Subject Matter Experts or Program Director participate or lead in the design or delivery of project deliverables tasks or objectives. Activities may include:

- Perform work, manage project tasks or project deliverables
- May provide Subject Matter Expertise in one or more areas required or in support of tasks, project deliverables or statements of work
- Lead role in developing technical knowledge of team members or clients
- Design, Perform or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Established long-term client relationships
- Supervise and review the work of Hitachi and client staff.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 13 years relevant experience or 15 years relevant experience in a functional, technical, solution, or industry offering. Advance Degree such as an MBA, Masers, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Technical, functional, industry or solutions experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up

7. IT Executive/QA/Senior Subject Matter Expert

Purpose:

- Works as a team member in IT Delivery, providing IT Officer-in-Charge, Quality Assurance and Senior Subject Matter Expert services to clients in support of the statement of work and project objectives.
- Provides vision, strategy or subject matter expertise in a functional, technical, solution or industry in support of the statement of work, project deliverables or solution.
- May provide direction, support, risk mitigation, vision or strategy to the IT Project Manager, Program Director or other project staff.

Essential Duties and Responsibilities:

IT Officer-in-Charge, Quality Assurance and Senior Subject Matter Expert works on projects of various sizes to provide functional, technical, solutions or industry expertise to meet the increasing complex project objectives or deliverables. IT Officer-in-Charge, Quality Assurance and Senior Subject Matter Expert participate or lead in the vision and strategy of project deliverables tasks, objectives or statements of work. Activities may include:

- Perform work, manage project tasks or project deliverables
- Create a project vision and strategy
- May provide Subject Matter Expertise in one or more areas required or in support of tasks, project deliverables or statements of work
- May lead role in developing technical knowledge of team members or clients
- Design, Perform or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Established long-term client relationships
- Supervise and review the work of Hitachi and client staff.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 15 years relevant experience or 15+ years relevant experience in a functional, technical, solution, or industry offering. Advance Degree such as an MBA, Masters, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Technical, functional, industry or solutions experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner and to multi-task

Information Technology Labor Rates

Labor Category	Rate (including IFF)
1. IT Practice Associate	\$ 80.60
2. IT Programmer/Analyst/Application Consultant	\$ 136.01
3. IT Senior Programmer/Analyst/Application Consultant	\$ 166.24
4. IT Architect / Project Manager	\$ 211.58
5. IT Senior Architect / Senior Project Manager	\$ 236.76
6. IT Subject Matter Expert / Program Director	\$ 272.03
7. IT Executive / QA / Senior Subject Matter Expert	\$ 352.63

Note: The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 00CORP The Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. **Failure to do so may result in cancellation of the contract.**

**TERMS AND CONDITIONS FOR
SIN 874-1 and 874-7**

SCOPE:

Provide a full range of professional business services and related support products for consulting, facilitation, as well as program and project management.

SIN 874-1--- Integrated Consulting Services:

Hitachi Consulting shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert Witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203

SIN 874-7 --- Integrated Business Program Support Services:

Hitachi Consulting shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related projectsupport services; program integration services; and project close-out services. All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services.

874-1 and 874-7 LABOR CATEGORY DESCRIPTIONS

1. Management Associate

Purpose:

- Works as a team member in delivery, providing support consulting services to clients in support of the statement of work and project objectives.
- Operates under close supervision on defined assignments.

Essential Duties and Responsibilities:

Management Associates work on projects of various sizes to provide basic support to meet the project objectives. Management Associates participate in the development of project deliverables and support administrative functions of the project. Activities may include:

- Performing research, analysis, documentation, facilitation, and problem solving on assigned tasks within scope
- Project Administration
- Supporting functional staff in deliverables
- Interfacing with client's personnel
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience: High School Diploma and 4+ years relevant experience in providing administrative project support.

Specialized Knowledge and Skills:

- Communication skills
- Analysis, research and problem solving skills
- Ability to work well both independently and in teams
- Organization

2. Management Analyst/ Consultant

Purpose:

- Works as a team member in Project Delivery, providing Management Consulting services to clients in support of the statement of work and project objectives.
- Operates under close supervision on defined assignments

Essential Duties and Responsibilities:

Management Analyst and Consultants work on projects of various sizes to provide functional support meet the project objectives. Management Analysts, or Consultants participate in the delivery of project deliverables to clients. Activities may include:

- Performing research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Supporting functional deliverables
- Interfacing with client's personnel
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Management, Business Administration, Information Systems, or Economics, or some related discipline or 2 years relevant experience in providing a management consulting solution, or industry offering.

Specialized Knowledge and Skills:

- Communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner and to multi-task
- Aptitude to learn quickly

3. Senior Management Analyst/Senior Consultant

Purpose:

- Works as a key team member in Project Delivery, providing Senior level consulting services to clients in support of the statement of work and project objectives.
- Operates under the supervision of the Project Manager and may manage a stream of work or perform team lead activities.

Essential Duties and Responsibilities:

Senior Management Analyst and Senior Consultants work on projects of various sizes to provide functional support to meet the project deliverables. Senior Management Analysts and Senior Consultants participate and may lead in the delivery of project deliverables. Activities may include:

- Perform work and manage project tasks
- May lead a work stream or project deliverable
- Performing or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Build client relationships
- Supervise and review the work of less senior consultants.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Business Administration, Management, Economics, or some related discipline and 2 years relevant experience or 5 years relevant experience in providing a management consulting solution, or industry offering

Specialized Knowledge and Skills:

- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up
- Management or functional skills to contribute to project success

4. Program Manager

Purpose:

- Works as a team member in Project Delivery, providing Project Management Consulting services to clients in support of the statement of work and project objectives.
- Provides functional solution or industry expertise to meet the required project objectives and deliverables.
- Operates under the supervision of the Program Director and may manage a stream of work, deliverable or perform lead activities.

Essential Duties and Responsibilities:

Project Managers work on projects of various sizes to provide functional solutions or industry support to meet the project objectives or deliverables. Project Managers participate or lead in the delivery of project deliverables. Activities may include:

- Perform work, manage project tasks or project deliverables
- May provide expertise in one or more areas required by tasks, project deliverables or statements of work
- May lead a work stream or project deliverable
- Performing or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Establish client relationships
- Supervise and review the work of less senior consultants.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 5 years relevant experience or 9 years relevant experience in a functional, technical, solution, or industry offering. Advance Degree such as an MBA, Masters, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up

5. Senior Program Manager

Purpose:

- Works as a team member in Project Delivery, providing Senior Program Manager services to clients in support of the statement of work and project objectives.
- May provide expertise in a functional solution or industry in support of the statement of work, project deliverables or solution.
- Operates under the supervision of the Program Director and may manage increasing complex streams of work, deliverables or other client activities.

Essential Duties and Responsibilities:

Senior Program Managers work on projects of various sizes to provide functional solutions or industry support to meet the increasing complex project objectives or deliverables. Senior Program Managers participate and may lead in the design or delivery of project deliverables tasks or objectives. Activities may include:

- Perform work, manage project tasks or project deliverables
- May provide expertise in one or more areas required or in support of tasks, project deliverables or statements of work
- Lead role in developing technical knowledge of team members or clients
- Design, Perform or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Established long-term client relationships
- Supervise and review the work of Hitachi and client staff.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 9 years relevant experience or 13 years relevant experience in a functional, technical, solution, or industry offering. Advance Degree such as an MBA, Masers, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Industry or solutions experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up

6. Subject Matter Expert/ Program Director

Purpose:

- Works as a team member in Project Delivery, providing Subject Matter Expert or Program Director services to clients in support of the statement of work and project objectives.
- Provides subject matter expertise or program management in a functional solution or industry in support of the statement of work, project deliverables or solution.
- Directs the project and may manage increasing complex streams of work, deliverables or other client activities.

Essential Duties and Responsibilities:

Subject Matter Expert or Program Director works on projects of various sizes to provide functional solutions or industry expertise to meet the increasing complex project objectives or deliverables. Subject Matter Experts or Program Director participate or lead in the design or delivery of project deliverables tasks or objectives. Activities may include:

- Perform work, manage project tasks or project deliverables
- May provide Subject Matter Expertise in one or more areas required or in support of tasks, project deliverables or statements of work
- Lead role in developing specialized knowledge of team members or clients
- Design, Perform or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Established long-term client relationships
- Supervise and review the work of Hitachi and client staff.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 13 years relevant experience or 15 years relevant experience in a functional, technical, solution, or industry offering. Advance Degree such as an MBA, Masters, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Functional or industry solution experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up

7. Management Executive

Purpose:

- Works as a team member in Project Delivery, providing Executive Management professional services to clients in support of the statement of work and project objectives.
- Provides vision, strategy or subject matter expertise in a functional, solution or industry in support of the statement of work, project deliverables or solution.
- May provide direction, support, risk mitigation, vision or strategy to the Project Manager, Program Director or other project staff.

Essential Duties and Responsibilities:

Management Executive works on projects of various sizes to provide functional solutions or industry expertise to meet the increasing complex project objectives or deliverables. Management Executives participate or lead in the vision and strategy of project deliverables tasks, objectives or statements of work. Activities may include:

- Perform work, manage project tasks or project deliverables
- Create a project vision and strategy
- May provide Subject Mater Expertise in one or more areas required or in support of tasks, project deliverables or statements of work
- May lead role in developing technical knowledge of team members or clients
- Design, Perform or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Established long-term client relationships
- Supervise and review the work of Hitachi and client staff.
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 15 years relevant experience or 15+ years relevant experience in a functional, technical, solution, or industry offering. Advance Degree such as an MBA, Masers, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Functional or industry solutions experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner and to multi-task

874-1 and 874-7 LABOR RATES

Labor Category	Rate (including IFF)
1. Management Associate	\$ 80.60
2. Management Analyst/ Consultant	\$ 136.01
3. Senior Management Analyst/Senior Consultant	\$ 166.24
4. Program Manager	\$ 211.58
5. Program Manager	\$ 236.76
6. Subject Matter Expert / Program Director	\$ 272.03
7. Management Executive	\$ 352.83

Note: The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 00CORP The Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

SIN 899-1 –Service Offerings

1. Environmental Impact Statements (EIS) Under NEPA
2. Endangered Species and/or Wetlands Analysis
3. Archeological and/or Cultural Resources Management
4. Economic, Technical, and/or Risk Analysis
5. Environmental Program Management
6. Environmental Regulation Development
7. Environmental Assessment (EA)
8. Environmental Justice
9. Public Participation
10. Meeting Management
11. Facilitation
12. Facility Environmental Design
13. Sustainable Development Studies
14. Best Management Practices
15. Modeling
16. Cost Estimation
17. Productivity Impact and Enhancement
18. Policy Development and Evaluation
19. Code of Environmental Management Principles (CEMP)
20. ISO 14001
21. Communication Strategies and Plans
22. Decision Analysis
23. Training
24. Life cycle Assessment
25. Native American Issues
26. Green Purchasing
27. Publications
28. Newsletters

SIN 899-3: Service Offerings

1. Designing and developing environmental training for classroom - based and distance - learning
2. Designing and conducting Web - based training programs
3. Customizing existing training programs
4. Converting existing training programs to electronic media
5. Hazardous Waste Operations and Emergency Response(HAZWOPER) training
6. Environmental Management System (EMS) implementation training
7. Compliance auditing training
8. Facilitating workgroups, peer review meetings, and national conferences
9. Coordinating site logistics including facilities, onsite support, and evaluation
10. Designing and conducting training needs assessments

899-1 and 899-3 Labor Categories

Labor Category	*Education/ Experience	Description
Environmental Analyst	B.S. + 4 years experience	An Environmental Analyst is an analyst that understands how to self-direct research, writing and outreach in order to develop complex analysis and deliverables. Is entrusted with direct client engagement with the guidance of more senior staff. Coordinates the efforts of other junior staff with the guidance of more senior staff.
Environmental Analyst II	B.S. + 8 years experience	An Environmental Analyst II is a well-rounded consulting assignment team member. Has a management, engineering, or scientific specialty. Verifies and analyzes data to identify trends and relationships, as well as current and potential technical and management problems. Drafts reports of findings, along with related documentation.
Environmental Analyst III	B.S. + 12 years experience	An Environmental Analyst III is a senior key contributor with extensive knowledge and expertise. Analyzes problems, translates technical guidance and direction, manages the accomplishment of the task.
Environmental Engineer II	B.S. + 8 years experience	A seasoned engineer with a deep understanding of building science and environmental systems. Can conduct audits on complex systems and provide guidance to more junior staff. Can execute modeling and review system designs. Can lead basic projects on their own and large projects with the assistance of a more senior manager.
Environmental Engineer III	B.S. + 12 years experience	An engineer with a mastery of building science and environmental systems. Can oversee a complex auditing program - guiding and mentoring junior and mid-level staff. Functions as a leader of engineering staff and projects. Can lead client interaction on engineering projects.
Cost Analyst	B.S. + 10 years experience	Ensure compliance of project terms and conditions. Audit, solicit and provide reporting on Project Management key performance indicators. Create and maintain project policies and directives. Function as key point of contact for all budgets, contract cost tracking, subcontractor reporting and report to Project Management. Assist project management executives in monitoring the adherence to project budgets, milestone and compliance.
Project Manager	M.A. + 8 years experience	A Project Manager is a highly versatile and proven manager who leads complex assignments requiring advanced creativity and/or manages a large number of resources. Has a client following and demonstrated leadership abilities. May function as a technical expert on their own or other assignments.

Labor Category	*Education/ Experience	Description
Program Manager	M.A. + 12 years experience	Functions as leader of multiple projects and an environmental leader. Performs program, operational or technical management of large or complex multidiscipline programs. Advanced knowledge and the ability to manage resources, technical direction, cost and schedule as well as quality. Develops, secures funding for, and manages multiple consulting assignments and clients within one or more specialty areas.
Subject Matter Expert	M.A. + 12 years experience	Functions as leader of an environmental program, provides specific technical expertise and is a key contributor on complex projects. Provides assistance with problem definition, approach to methodology, analysis of findings, recommendations and implementation for complex assignments.
Senior Principal, P-8	B.S. + 14 years experience	Functions as senior leader of sustainable and identifiable business practices and as widely recognized staff mentors and leaders. Develops, secures funding for, and manages multiple consulting contracts and clients within two or more specialty areas. Responsible for practice financial management, and advanced business planning.
Principal, P-7	B.S. + 12 years experience	Functions as leader of a sustainable and identifiable business practices and as widely recognized staff mentor. Develops, secures funding for, and manages multiple consulting assignments and clients within one or more specialty areas. Responsible for practice financial management.
Senior Associate, P-6	B.S. + 8 years experience	A Senior Associate/Associate Consultant/Senior Manager is a highly versatile and proven consultant who leads complex assignments requiring advanced creativity and/or manages a large number of concurrent assignments. Has a client following and demonstrated leadership abilities. May function as a technical expert on their own or other assignments. Responsible for assignment financial management.
Associate, P-5	B.S. + 6 years experience	An Associate/Associate Consultant I/Manager is a mature consultant who reliably manages routine assignments, takes ownership of client relationships, and demonstrates leadership abilities. Responsible for all and/or major segments of multiple assignment output and deliverables.
Senior Consultant, P-4	B.S. + 4 years experience	A Senior Consultant/Senior Administrator is a consulting assignment senior team member or task manager on assignments with limited scope and complexity. Collects, analyzes, and interprets data in one or more management, scientific, and engineering specialties. Develops or participates in the development of assignment methodology.

Labor Category	*Education/ Experience	Description
Consultant, P-3	B.S. + 2 years experience	A Consultant/Administrator is a well-rounded consulting assignment team member. Has a management, engineering, or scientific specialty. Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships, as well as current and potential technical and management problems. Drafts reports of findings, along with related documentation.
Senior Researcher, P-2	B.S. + 2 years experience	A Senior Researcher/Senior Assistant with proven, high-value and efficient research skills and can be entrusted with addressing more complex objectives. Conducts more complex or large-scale research tasks assigned by one or more senior members of the consulting staff. Searches literature; conducts surveys and other quantitative tasks. Contributes to client reports as directed, including: document preparation, writing, editing, production coordination, and graphics.
Researcher, P-1	B.S. + 0 years experience	Professional staff who is a recent graduate, a graduate intern, or new to consulting. Conducts research tasks assigned by one or more members of the consulting staff. Contributes to client reports as directed, including: document preparation, writing, editing, production coordination, and graphics.

Substitution Methodology

- 1) A Master’s Degree may be substituted for up to 2 years of experience if the employee performing the work has earned a Bachelor’s Degree.
- 2) Four additional years of experience may be substituted for a Bachelor’s Degree (over and above the minimum experience requirements stated in the labor category descriptions) but only if the additional work experience was in performing the Functional Responsibilities and Duties stated for the particular labor category in which the substitution is being performed.
- 3) Six additional years of experience may be substituted for a Master’s Degree (over and above the minimum requirements stated in the labor category descriptions) but only if the additional work experience was in performing the Functional Responsibilities and Duties stated for the particular labor category in which the substitution is being performed.
- 4) For the labor categories Environmental Engineer II and Environmental Engineer III, no substitution method may be used to lower the education level below that of a Bachelor’s Degree.

AUTHORIZED PRICE LIST

SINS 899-1, and 899-3

Labor Category	RATES
Researcher, P1	\$ 31.11
Sr. Researcher , P2	\$ 59.15
Consultant, P3	\$ 70.00
Sr. Consultant, P4	\$ 80.00
Associate , P5	\$ 95.00
Sr. Associate , P6	\$ 113.00
Principal, P7	\$ 151.17
Sr. Principal , P8	\$ 177.46
Environmental Analyst	\$ 115.87
Environmental Analyst II	\$ 136.02
Environmental Analyst III	\$ 156.17
Cost Analyst	\$ 145.00
Environmental Engineer II	\$ 176.32
Environmental Engineer III	\$ 196.47
Project Manager	\$ 180.00
Program Manager	\$ 200.00
Subject Matter Expert	\$ 200.00

Note: The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 00CORP The Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

Hitachi Consulting Corporation provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact [Michelle Drewer, vsb_mdrewer@hitachiconsulting.com](mailto:Michelle.Drewer,vsb_mdrewer@hitachiconsulting.com).

BPA NUMBER _____

HITACHI CONSULTING CORPORATION
SAMPLE BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<u>LEVEL</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
--------------	--------------	-------------	--------------

TOTAL _____

(2) Delivery:

<u>DESTINATION</u>	<u>DELIVERY SCHEDULES / DATES</u>
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_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

<u>OFFICE</u>	<u>POINT OF CONTACT</u>
---------------	-------------------------

_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.