

General Services Administration Consolidated Federal Supply Group Federal Supply List Schedule 00CORP



GAP Solutions, Inc.

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Reston, VA 20190
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Contract Number: GS-00F-076CA

Contract Period: March 23, 2015 – March 22, 2020

Contact
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Business Size: Other than Small
DUNS: 12-043-9869



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system.

The Internet address for GSA Advantage!™ is: <http://www.GSAAadvantage.gov>.

Company Overview

Established in 1999, GAP Solutions has experienced years of continuous growth and success by focusing on delivering quality mission support services to our federal clients. GAP Solutions corporate headquarters is located in Reston, VA, with close to 500 employees providing critical professional services throughout the United States.

GAP Solutions serves as a trusted partner to our customers. The strength of our reputation is founded on our ability to define, tailor, and deliver the resources our customers need. GAP Solutions is dedicated to our service commitments and has earned a reputation for service excellence. GAP Solutions holds an ISO 9001:2008 Certificate of Registration for our Quality Management System (QMS). Our ISO 9001:2008 QMS ensures consistent quality and value add to our government customers. Our ISO program establishes the quality assurance policies and documented procedures required for effective, standardized operations. The program requires adherence to ISO International Standards and promotes services that are reliable, high quality, and that will achieve customer satisfaction.

Services

GAP Solutions, a mission solutions provider, works as a trusted partner with the federal government to develop and implement solutions to their complex challenges. Our diverse service offerings are highlighted below.

SECURITY AND INFORMATION MANAGEMENT

GAP Solutions supports national security, law enforcement, and the warfighter through our contribution to the business processes of agencies focused on security oversight and education.

INFORMATION TECHNOLOGY SERVICES

GAP Solutions delivers high caliber information technology solutions to our customers. Experience includes help desk operations, Section 508 compliance, social media management, data analysis, audio-visual, video, and teleconferencing services, and website development and maintenance.

Other GAP Solutions GSA Schedules:

- General Purpose Commercial Information Technology (IT) Equipment Services #GS-35F-0514M
- The Office, Imaging, and Document Solution (36) #GS-03F-0027BA

SCIENTIFIC RESEARCH, ANALYSIS, AND POLICY DEVELOPMENT

GAP Solutions serves as a strategic partner conducting research, carrying out evaluations, measuring performance, and making policy recommendations for our civilian and defense customers.

EMERGENCY MANAGEMENT

GAP Solutions delivers expertise and mission solutions to multiple federal agencies focused on preparing for, responding to, and recovering from disasters.

PROCESS MANAGEMENT

GAP Solutions delivers mission critical outsourcing, process management, and supply chain management to our Defense and Federal Civilian customers.

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1a. Awarded Special Item Numbers

SIN	Recovery	SIN Description
C874-1	C874-1RC	Integrated Consulting Services
C874-501	C874-501RC	Supply and Value Chain Management
C874-7	C874-7RC	Integrated Business Program Support Services

1b. Pricing List: The following labor rates are applicable to SIN C874-1, C874-501, and SIN 874-7.

Item	SIN	Awarded Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
1	C874-501/RC	Assistant I	\$21.19	\$21.61	\$22.04	\$22.48	\$22.92
2	C874-501/RC	Assistant II	\$25.48	\$25.99	\$26.50	\$27.03	\$27.56
3	C874-501/RC	Assistant III	\$29.58	\$30.17	\$30.77	\$31.38	\$32.00
4	C874-501/RC	Specialist I	\$41.80	\$42.63	\$43.48	\$44.34	\$45.22
5	C874-501/RC	Specialist II	\$62.77	\$64.02	\$65.29	\$66.58	\$67.90
6	C874-501/RC	Specialist III	\$67.01	\$68.34	\$69.70	\$71.08	\$72.49
7	C874-501/RC	Analyst I	\$42.32	\$43.16	\$44.02	\$44.89	\$45.78
8	C874-501/RC	Analyst II	\$52.85	\$53.90	\$54.97	\$56.06	\$57.17
9	C874-501/RC	Analyst III	\$77.73	\$79.27	\$80.85	\$82.45	\$84.09
10	C874-501/RC	Program Manager	\$73.80	\$75.26	\$76.76	\$78.28	\$79.84
11	C874-1/RC & C874-7/RC	Support Specialist I	\$42.61	\$43.46	\$44.32	\$45.20	\$46.10
12	C874-1/RC & C874-7/RC	Support Specialist II	\$46.12	\$47.04	\$47.97	\$48.92	\$49.89
13	C874-1/RC & C874-7/RC	Support Specialist III	\$53.34	\$54.40	\$55.48	\$56.58	\$57.70
14	C874-1/RC & C874-7/RC	Program Analyst I	\$58.19	\$59.35	\$60.52	\$61.72	\$62.95
15	C874-1/RC & C874-7/RC	Program Analyst II	\$63.58	\$64.84	\$66.13	\$67.44	\$68.78
16	C874-1/RC & C874-7/RC	Program Analyst III	\$76.17	\$77.68	\$79.22	\$80.80	\$82.40
17	C874-1/RC & C874-7/RC	Program Analyst IV	\$85.98	\$87.69	\$89.43	\$91.20	\$93.01
18	C874-1/RC & C874-7/RC	Consultant I	\$102.61	\$104.65	\$106.72	\$108.84	\$111.00

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19	C874-1/RC & C874-7/RC	Consultant II	\$120.35	\$122.74	\$125.18	\$127.66	\$130.19
20	C874-1/RC & C874-7/RC	Consultant III	\$166.19	\$169.49	\$172.85	\$176.28	\$179.78
21	C874-1/RC & C874-7/RC	Consultant IV	\$183.55	\$187.19	\$190.91	\$194.70	\$198.56

1.c Service Contract Act (SCA) Matrix

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Assistant I	21150 – Stock Clerk	2005-2103
Assistant II	21110 – Shipping Packer	2005-2103
Assistant III	21050 – Material Handling Laborer	2005-2103
Support Specialist I	01311 - Secretary I	2005-2103
Support Specialist II	01312 - Secretary II	2005-2103
Support Specialist III	01313 - Secretary III	2005-2103

1d. Labor Category Descriptions

JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Assistant I	Under general supervision, this position provides shipping and receiving, stocking, packing, order filling, general labor, and may involve one or more of the following: sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles, fills orders or issues supplies from stock, prepares inventory of stock, requisitions articles to fill incoming orders, selects appropriate type and size of container, identifies potential hazards, inserts enclosures in container; applies labels or entering identifying data on container; receives, unpacks, sorts, labels, verifies and repackages incoming orders received against internal purchase orders.	None	Entry Level Position

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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Assistant II	Under minimal supervision and with a minimum of three years of experience, this position provides shipping and receiving, stocking, packing, order filling, general labor, and may involve one or more of the following: sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles, fills orders or issues supplies from stock, prepares inventory of stock, requisitions articles to fill incoming orders, selects appropriate type and size of container, identifies potential hazards, inserts enclosures in container; applies labels or entering identifying data on container; receives, unpacks, sorts, labels, verifies and repackages incoming orders received against internal purchase orders.	None	Three (3) years of progressive experience in logistics, warehouse, supply chain, or other support environment.
Assistant III	Working independently, this position applies judgment and initiative to handle non-routine situations. This position may lead projects and provide limited oversight of less experienced specialists. With at least 5 years of experience, the Assistant III provides shipping and receiving, stocking, packing, order filling, general labor, and may involve one or more of the following: sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles, fills orders or issues supplies from stock, prepares inventory of stock, requisitions articles to fill incoming orders, selects appropriate type and size of container, identifies potential hazards, inserts enclosures in container; applies labels or entering identifying data on container; receives, unpacks, sorts, labels, verifies and repackages incoming orders received against internal purchase orders.	None	Five (5) years of progressive experience in logistics, warehouse, supply chain, or other support environment.
Specialist I	Under general supervision, this position performs aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other logistical, warehouse, and supply chain management activities.	High School diploma	One (1) year of progressive experience in logistics, warehouse, supply chain, or other support environment.
Specialist II	This position may lead projects and provide oversight of less experienced specialists. Under minimal supervision, this position performs aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other logistical, warehouse, and supply chain management activities.	High School diploma	Five (5) years of progressive experience in logistics, warehouse, supply chain, or other support environment.



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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Specialist III	<p>This position serves as a lead specialist and may include management responsibilities and oversight of subordinate specialists. Working independently, this position performs aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other logistical, warehouse, and supply chain management activities.</p>	High School diploma	Seven (7) years of progressive experience in logistics, warehouse, supply chain, or other support environment.
Analyst I	<p>Under general supervision, this position provides analytical support services including the following areas: solutions systems, life cycle management, program analysis, requirements development, budget analysis, needs analysis, supply chain management services, warehouse and logistics services, and/or technical analysis.</p> <p>Under close supervision, develops logistics plans in order to enhance distribution of goods and supplies. Identifies, prioritizes, and assesses key logistics assets and infrastructures. Assists in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory and analyzes requirements in order to develop strategies to achieve desired delivery times. This position manages a team of warehouse support workers.</p>	Bachelor's Degree	Entry Level Position
Analyst II	<p>This position may lead projects and provide oversight of less experienced analysts. Under minimal supervision, this position provides analytical support services including the following areas: solutions systems, life cycle management, program analysis, requirements development, budget analysis, needs analysis, supply chain management services, warehouse and logistics services, and/or technical analysis.</p> <p>Under minimal supervision, develops logistics plans in order to enhance distribution of goods and supplies. Identifies, prioritizes, and assesses key logistics assets and infrastructures. Assists in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory and analyzes requirements in order to develop strategies to achieve desired delivery times. This position manages a team of warehouse support workers.</p>	Bachelor's Degree	One (1) year of experience in logistics, warehouse, supply chain, or other support environment.



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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Analyst III	<p>This position serves as a lead specialist and may include management responsibilities and oversight of subordinate analysts. Working independently, this position provides analytical support services including the following areas: solutions systems, life cycle management, program analysis, requirements development, budget analysis, needs analysis, supply chain management services, warehouse and logistics services, and/or technical analysis.</p> <p>Functional Responsibility: Under minimal supervision, develops logistics plans in order to enhance distribution of goods and supplies. Identifies, prioritizes, and assesses key logistics assets and infrastructures. Assists in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory and analyzes requirements in order to develop strategies to achieve desired delivery times. This position manages a team of warehouse support workers.</p>	Bachelor's Degree	Three (3) years of experience in logistics, warehouse, supply chain, or other support environment.
Program Manager	<p>Reports directly to the Program Director. Has extensive project management expertise. Responsible for the delivery specifications, performance, and quality assurance for significant size efforts. The Program Manager is responsible for all aspects of one or more projects to ensure successful program delivery. This position may have management responsibilities and oversight of all subordinate staff members.</p>	Bachelor's Degree	Three (3) years of experience in logistics, warehouse, supply chain, or other support environment.
Support Specialist I	<p>Assists team (s) in variety of support functions. Performs administrative duties to technical, program, and management level personnel. Word-processing/Data entry of reports such as HR files and financial reports. Edits correspondences, memos, and newsletters. Meeting coordination, to include, but not limited to maintaining calendars, setting up room reservations and ordering catering. Budget activity, to include, but not limited to receiving and processing invoices and maintaining spreadsheets. Coordinate travel, to include researching and booking flight, transportation and hotel arrangements; process travel vouchers upon completion of travel. Other administrative duties including: answering phones, photocopying, and faxing. Other duties as assigned.</p>	High School Diploma	0-2 years' experience performing support related services.



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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Support Specialist II	Performs a variety of functions. Performs administrative support to technical, program and management-level personnel. Prepare correspondence with moderate supervision. Conduct research on special projects. Assist and create presentations. Generate reports utilizing proprietary and COTS programs. Able handle multiple projects at once. Provide assistance with budget development, management and updates. Coordinate travel, to include researching and booking flight, transportation and hotel arrangements; process travel vouchers upon completion of travel. Ability to work in MS Office including: Word, Excel, PowerPoint, and Outlook. Other duties as assigned.	High School Diploma	2+ years' experience performing support related services, or no experience with an Associate's Degree in a related field. Must be knowledgeable in MS Office.
Support Specialist III	Performs a variety of functions. Performs administrative support functions to technical, program and management-level personnel. Conducts formative research and must be capable of analyzing datasets within the wide range of related field. Prepares correspondence, reports, and presentations with minimal supervision. Generates reports based on research or utilizing proprietary and COTS programs. Provides support with budget development, management and reporting. Coordinate travel, to include researching and booking flight, transportation and hotel arrangements; process travel vouchers upon completion of travel. Has knowledge of commonly used concepts, practices, and procedures within a particular field such as human resource, information technology, finance, accounting, contracting/procurement, or other program support fields. Able to multi-task and prioritize work assignments with minimal supervision. Proficiency in MS Office including: Word, Excel, PowerPoint, and Outlook. Other duties as assigned.	High School Diploma	Relevant experience may be substituted for education: 4+ years' experience providing support related activities, or 2 years with an Associate's, or no experience with a Bachelor's Degree in a related field.
Program Analyst I	Works in support of the general management and business operation of a particular program, department, or office. Provides analysis and research to specific projects. Possesses basic knowledge in specialized technical fields including but not limited to finance, accounting, information technology, human resources, contracting/procurement, research and analysis, or other program support fields. Supports managers on a variety of tasks and projects to meet deadlines. Exercises discretion and independent judgment on the analysis, planning, and/or implementation of important program initiatives. Specializes in one or more of the following areas: tax; finance; accounting; budgeting; auditing; insurance; quality control; purchasing; procurement; advertising; marketing; research; safety and health; personnel management; human resources; employee benefits; labor relations; public relations; government relations; computer network, Internet and database administration; legal and regulatory compliance; administration, and other similar management and operational activities.	Bachelor's Degree	Relevant experience may be substituted for education: 4+ years' experience supporting program analysis activities, or no experience with a BA/BS degree.



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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Program Analyst II	<p>Works in support of the general management and business operation of a particular program, department, or office. Provides knowledge and experience relevant in management consulting, facilitation, survey, analysis, and related activities. Applies intermediate knowledge of the subject matter to analyze and solve problems in areas including but not limited to finance, accounting, information technology, human resources, contracting/procurement, research and analysis, or other fields. Participates in teams with business requirement development and analysis, evaluation and implementation of systems or processes. Plans, designs, and conducts studies to include risk analyses, contingency planning and feasibility studies. Exercises discretion and independent judgment on the analysis, planning, and/or implementation of important program initiatives. Specializes in one or more of the following areas: tax; finance; accounting; budgeting; auditing; insurance; quality control; purchasing; procurement; advertising; marketing; research; safety and health; personnel management; human resources; employee benefits; labor relations; public relations; government relations; computer network, Internet and database administration; legal and regulatory compliance; administration, and other similar management and operational activities.</p>	Bachelor's Degree	Relevant experience may be substituted for education: 4+ years' experience providing program analysis activities with a related Associate's Degree, or 2+ years' with an associated BA/BS degree, or no experience with a Master's Degree in a related field.
Program Analyst III	<p>Works in support of the general management and business operation of a particular program, department, or office. Provides analysis, assessment, and technical or business area expertise. Utilizes advanced level or unique knowledge in areas including but not limited to finance, accounting, information technology, human resources, contracting/procurement, research and analysis, or other fields. Able to understand business practices and be able to analyze, evaluate and implement systems or processes. Lead teams that will develop business requirements, perform analysis, evaluation and implementation of systems, programs or processes. Plans, designs, and conducts studies to include risk analyses, contingency planning and feasibility studies. Exercises discretion and independent judgment on the analysis, planning, and/or implementation of important program initiatives. Specializes in one or more of the following areas: tax; finance; accounting; budgeting; auditing; insurance; quality control; purchasing; procurement; advertising; marketing; research; safety and health; personnel management; human resources; employee benefits; labor relations; public relations; government relations; computer network, Internet and database administration; legal and regulatory compliance; administration, and other similar management and operational activities.</p>	Bachelor's Degree	Relevant experience may be substituted for education: 4+ years' experience supporting program analysis activities, or no experience with a BA/BS degree.



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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Program Analyst IV	Provides analysis, assessment, and technical or business area expertise. May include proficient or unique knowledge in areas including, but not limited, to finance, accounting, information technology, human resources, contracting/procurement, research and analysis, or other fields. Possesses complex understanding of business practices and ability to analyze, evaluate and implement systems or processes. Lead teams and may supervise employees who develop business requirements, perform analysis, evaluation and implementation of systems, programs or processes. Plans, designs, and conducts studies to include risk analyses, contingency planning and feasibility studies. Creates presentations and budgets and complex spreadsheets. Manages program budgets and schedules. Works directly with Program/Project Managers and Sr. Managers.	Bachelor's Degree	Relevant experience may be substituted for education: 4+ years' experience with a related MA/MS Degree, or 4+ years' experience with a related BA/BS Degree, or 6+ years' relevant experience with an Associate's Degree, or 8+ years' relevant experience with no degree.
Consultant I	Demonstrated and documented knowledge in the specific field or discipline including but not limited to finance, accounting, information technology, human resources, contracting/procurement, research and analysis, or other program support fields. Knowledgeable and possesses direct experience with the evaluation of operational requirements relative to specific field of expertise required within the program guidance and review process. Collects data in accordance with plans as well as verifies and analyzes data to identify trends as well as potential problems. Creates reports of findings, designs schedules, conducts analyses, write reports and prepares presentations.	Bachelor's Degree	8 years relevant experience. Relevant experience may be substituted for education: 4+ years' experience with a PhD; 6+ years' experience with an MA/MS degree; 10+ years' experience with related Associate's Degree, or 12+ years' related experience with no degree.
Consultant II	Manager that has a demonstrated and documented knowledge in the specific field or discipline. Knowledgeable and possesses direct experience with the evaluation of operational requirements relative to specific field of expertise required within the program guidance and review process. Serves as a consulting member and may lead multiple tasks/projects. Provides appropriate suggestions and recommendations within the subject matter of the program guidelines. Collects data in accordance with plans as well as verifies and analyzes data to identify trends as well as potential problems. Creates reports of findings, facilitates small working groups, designs schedules, conducts analyses, write reports and prepares presentations.	Bachelor's Degree	10 years of experience. Relevant experience may be substituted for education: 6+ years' experience with a PhD; 8+ years' experience with an MA/MS degree; 12+ years' experience with related Associate's Degree; or 14+ years related experience with no degree.



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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Consultant III	<p>Senior Member of a team and lead on multiple projects. Develop strategic plans including: business plans and organizational assessments. Manages program activities and is responsible for technical, management and budget. Advises on business strategies and addresses issues affecting management and workforce to improve work productivity. Facilitates large working groups and leads senior managers. Creates methodologies, strategic plans and training curriculum.</p>	Bachelor's Degree	<p>12 years of relevant experience. Relevant experience may be substituted for education: 8+ years' experience with a PhD; 10+ years' experience with an MA/MS degree; 14+ years' experience with related Associate's Degree; or 16+ years' related experience with no degree. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches.</p>
Consultant IV	<p>Managing consultant for projects in area of expertise. Develop strategic plans including: business plans and organizational assessments and business processes. Manages project managers and is responsible for technical, management and cost performance. Advises on business strategies and addresses issues affecting management and workforce to improve work productivity. Performs strategic planning, improvement methodologies, and analysis. Facilitates large working group and leads senior managers. Creates methodologies, strategic plans and training curriculum.</p>	Master's Degree	<p>12 years relevant experience. Relevant experience may be substituted for education: 10+ years' experience with a PhD; 14+ years' experience with related BA/BS Degree; 16+ years' experience with related Associate's Degree; or 18+ years' related experience with no degree. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches.</p>



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2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic Only

5. Points of Production: Same as company address

6. Discount from list prices or statement of net price: Government Prices (discounts already deducted)

7. Quantity discounts: None offered

8. Prompt payment terms: 0% Net 30 days

9a. Notification that government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$2,500

10. Foreign items: None

11a. Time of delivery: Specified on the task order

11b. Expedited Delivery: Items available for expedited delivery are notes in this price list

11c. Overnight and 2-day delivery: Specified in task order

11d. Urgent Requirements: N/A

12. FOB Points: Destination

13a. Ordering Address: Same as company address.

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3. The ordering procedures for supplies and services, information on BPA's, and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://fsa.gsa.gov/schedules>.

14. Payment address (es): Same as company address

15. Warranty provision: Contractor's standard commercial warranty

16. Exporting Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance: Contact Contractor

18. Terms and conditions of rental, maintenance and repair: N/A

19. Terms and conditions of installation: N/A

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20a. Terms and conditions of repair parts indicating date of parts lists and any discounts from list prices: N/A

20b. Terms and conditions for any other services: N/A

21. List of service distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes: N/A

24b. If applicable, indicate that Section 508 compliance information is available on electronic and information technology (EIT) supplies and services and show where full details can be found: N/A

25. Data Universal numbering System DUNS Number: 120439869

26. Notification regarding registration in Central Contractor Registration: Contractor is registered in the System for Award Management (SAM).