

# **GSA CATALOG**

**Mind Over Machines, Inc.**



**AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

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 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
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Special Item No. 132-51 Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

## **SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services

- (i) Using the commercial catalog, price list, schedule, or other document as accepted by the Government, showing accepted discounts, and obliterating all items, terms, and conditions not accepted by the Government by lining out those items or by a stamp across the face of the item stating "NOT UNDER CONTRACT" Or "EXCLUDED"; or
- (ii) Composing a price list in which only those items, terms, and conditions accepted by the Government are included, and which contain only net prices, based upon the commercial price list less discounts accepted by the Government. In this instance, the Contractor must show on the cover page the notation "Prices Shown Herein are Net (discount deducted)".

**Mind Over Machines, Inc.**  
**10451 Mill Run Circle, Suite 900, Owings Mills, MD 21117**  
**410-321-4700**

**[www.mindovermachines.com](http://www.mindovermachines.com)**

Contract Number: **GS-35F-0046N**

Period Covered by Contract: **Oct-18-2012 thru Oct-17-2017**

General Services Administration  
 Federal Supply Service

Pricelist current through Modification #28 dated April 24, 2014

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

## Table of Contents

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) .....	4
JOB DESCRIPTIONS: .....	8
PRICE LIST .....	16
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS .....	17
BEST VALUE BLANKET PURCHASE AGREEMENT .....	18
BLANKET PURCHASE AGREEMENT.....	19
BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS" .....	21

INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Schedule Title

FSC Group, Part, and Section or Standard Industrial Group (as applicable) Information Technology Professional Services

FSC Class(es)/Product code(s) and/or Service Codes (as applicable): **SIN 132-51 - Information Technology Professional Services**

Contract number **GS35F0046N**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract period. **Oct-18-2012 thru Oct-17-2017**

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable)

**Mind Over Machines, Inc.**

**10451 Mill Run Circle, Suite 900**

**Owings Mills, MD 21117**

**Tel: 410-321-4700**

**Fax: 410-321-4780**

Contractor's internet address/web site where schedule information can be found (as applicable): [www.mindovermachines.com](http://www.mindovermachines.com)

Contract administration source (if different from preceding entry).

**Deena Strine, Administrative Manager, 410-321-4700 x8020, [dstrine@mominc.com](mailto:dstrine@mominc.com)**

Business size. Small

CUSTOMER INFORMATION: The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

1a. Table of awarded special item number(s) with appropriate cross- reference to item descriptions and awarded price(s). SIN: 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum order. **\$500,000.00**
3. Minimum order. **\$100.00**
4. Geographic coverage (delivery area). **50 United States and US Territories.**
5. Point(s) of production (city, county, and State or foreign country). **Owings Mills, Baltimore, Maryland**
6. Discount from list, prices or statement of net price. **Federal Government price is list price minus 33% discount.**
7. Quantity discounts. **None**
8. Prompt payment terms. **1% 29 days, NET 30.**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Commercial credit cards are accepted in full.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Government purchase cards not accepted at this time.
10. Foreign items (list items by country of origin) **None.**
- 11a. Time of delivery. (Contractor insert number of days.) **Per task order, as mutually agreed between the contractor and the Government.**
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” Under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **No expedited delivery.**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **No overnight or 2-day delivery.**
- 11d. Urgent Requirements. The Contractor will note in its price list the Urgent. Requirements” clause of its contract and advice agencies that they can also contact the Contractor’s representative to affect a faster delivery.
12. F.O.B. point(s). **F.O.B. Origin.**
- 13a. Ordering address(es). **Mind Over Machines, Inc., 10451 Mill Run Circle, Suite 900, Owings Mills, MD 21117**

- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)). Contactor is to simply include this statement as item 13b.
14. Payment address(es) **Mind Over Machines, Inc., 10451 Mill Run Circle, Suite 900, Owings Mills, MD 21117**
15. Warranty provision. Warranty terms are standard commercial warranty on materials and workmanship for a period of 1 year date of purchase.
16. Export packing charges, if applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)
18. Terms and conditions of rental, maintenance, and repair (if applicable) **N/A**
19. Terms and conditions of installation (if applicable). **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**
- 20a. Terms and conditions for any other services (if applicable) **N/A**
21. List of service and distribution points (if applicable). **N/A**
22. List of participating dealers (if applicable). **N/A**
23. Preventive maintenance (if applicable). **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) **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 (e.g. contractor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/). **N/A**
25. Data Universal Number System (DUNS) number. **79-612-6266**
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
**Mind Over Machines, Inc. SAM registration.**

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

## 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services 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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)  
(G-FCI-920) (MAR 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence. GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering activities shall—

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

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

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

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

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

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

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

(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

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

- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

#### 4. 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 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.

#### 5. 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.

#### 6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) 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) 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 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 Services.

#### 9. INDEPENDENT CONTRACTOR

All IT 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 I (APR 1984) 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 (DEC 2002) applies to labor-hour orders placed under this contract.

## 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

**JOB DESCRIPTIONS:****1. Commercial Job Title: SENIOR FUNCTIONAL ANALYST, Code 01**

**Minimum/General Experience:** Eight (8) years of computer experience working in information systems design and management on complex application problems involving all phases of systems analysis. At least five (5) years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, to include experience in database management systems (DBMS), and use of programming languages. Demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

**Functional Responsibility:** Gathers and analyzes client requirements. Designs functional specifications. Delivers presentations on the system concept to colleagues, subordinates, and end user representatives. Prepares project plans pertaining to strategy, work breakdown, and staffing. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules.

**Minimum Education:** Bachelors Degree in an IT, engineering or scientific field, or in a field related to the subject of the task order. Four additional years of applicable professional experience may be substituted for a degree.

**2. Commercial Job Title: PROJECT MANAGER, Code 02**

**Minimum/General Experience:** Eight (8) or more years experience in applications programming with two or more years experience providing management and technical direction to project personnel. Demonstrated ability to solve technical, administrative, and managerial problems.

**Functional Responsibility:** Leads team of software developers and others as necessary to gather and analyze client requirements; design a functional specification; develop software; test, debug and implement the application; coordinate and document all aspects of the project; manage the client request/review process; track all requests and changes; and adhere to a project timeline. Defines target dates of tasks. Prepares milestone status reports. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

**Minimum Education:** Bachelors Degree in an IT, engineering or scientific field, or in a field related to the subject of the task order. Four additional years of applicable professional experience may be substituted for a degree.

**3. Commercial Job Title: ASSOCIATE PROJECT MANAGER, Code 03**

**Minimum Experience:** Three (3) or more years of progressive experience demonstrating the required proficiency levels related to task. Demonstrated ability to solve technical, administrative, and managerial problems.

**Functional responsibility:** Manages project work as defined by the client contract. Leads small to medium projects and production support efforts. Manages the fact finding, analysis, and development of hypothesis/ conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to client expectations on time and to budget. Has knowledge of market/ industry and service line. Has technical experience in other aspects of the projects.

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Engineering, Business, or other related discipline.

#### 4. Commercial Job Title: SENIOR INFORMATION ENGINEER, Code 04

**Minimum/General Experience:** Eight (8) or more years of experience in planning, analysis, design and construction of information systems. Two (2) to five (5) years of experience performing software engineering activities relative to the design and development of new & existing systems/subsystems software.

**Functional Responsibility:** Performs enterprise-wide strategic systems planning, process and data modeling. Provides technical guidance in software engineering techniques and automated support tools. Formulates systems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation of systems.

**Minimum Education:** Bachelors Degree in an IT, engineering or scientific field, or in a field related to the subject of the task order. Four additional years of applicable professional experience may be substituted for a degree.

#### 5. Commercial Job Title: SENIOR APPLICATION PROGRAMMER, Code 05

**Minimum/General Experience:** Five (5) years experience in applications programming, and ability to develop software in current computer technologies to satisfy design objectives. Demonstrated ability to work independently or under general direction only.

**Functional Responsibility:** Participates in the design of software tools and subsystems. Analyzes functional business applications and design specifications for functional activities. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Works as a member of team under general direction from a senior member of the team. Provides technical direction to programmers as required to ensure program deadlines are met.

**Minimum Education:** Bachelors Degree in an IT, engineering or scientific field, or in a field related to the subject of the task order. Four additional years of applicable professional experience may be substituted for a degree.

#### 6. Commercial Job Title: SENIOR CONSULTANT, Code 06

**Minimum/General Experience:** Six (6) years of intensive and progressive IT experience demonstrating the required technical and applications proficiency levels related to the task. Demonstrated ability to solve technical, administrative and managerial

**Functional Responsibility:** Manages project work as defined by the client's contract. Leads medium to large complex IT projects and major phases of very large projects. Manages the fact finding, analysis, and development of hypotheses and conclusions, the production of final reports, and the delivery of presentations. Ensures that the project meets client expectations, is on time and within budget. Has and applies expert knowledge of practice, consulting group and matrix organization operations and business objectives. Has and applies in-depth knowledge of market, industry and service lines.

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Engineering, Business or other discipline related to the task.

## 7. Commercial Job Title: ITAS MIDDLEWARE SPECIALIST, Code 07

**Minimum/General Experience:** Five (5) years experience in applications programming, and ability to develop software in current computer technologies to satisfy design objectives. Demonstrated ability to work independently or under general direction only. Programming experience, or working familiarity, with Integrated Time & Attendance System (ITAS) .

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Works as a member of a team under general direction from a senior member.

**Minimum Education:** Bachelors Degree in an IT, engineering or scientific field, or in a field related to the subject of the task order. Four additional years of applicable professional experience may be substituted for a degree.

## 8. Commercial Job Title: SENIOR DATABASE ADMINISTRATOR, Code 08

**Minimum/General Experience:** Five (5) years designing and implementing databases in the DBMS required by the task.

**Functional Responsibility:** Designs and develops database projects or the database portion of large scale projects. Specific duties: analyses data requirements and sources, Normalizes data as appropriate. Designs the physical data structures. Ensures that proposed object definitions are clear, concise and technically correct. Analyses relationships and defines appropriate keys and indexes. Works with the client and technical team members to resolve data issues. Provides daily supervision and direction to technical staff. Prepares and delivers presentations on database designs.

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems or other discipline related to the task. Four additional years of applicable professional experience may be substituted for a degree.

## 09. Commercial Job Title: PRODUCTION SUPPORT DATABASE ADMINISTRATOR, Code 09

**Minimum Experience:** At least two (2) years supporting, designing and implementing databases in the required DBMS.

**Functional responsibility:** Designs, supports and develops the database part of existing production systems. Duties:

- Analyzes data requirements and sources.
- Runs scheduled and special processes.
- Develops ad-hoc reports
- Normalizes data as appropriate.
- Design physical data structures
- Analyses relationships and defines appropriate keys and indexes.
- Works with client and or technical team members to resolve data issues.
- Assist with Help Desk functions
- Resolve network communications issues
- Provide on-call support

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems, or other related discipline. A non-technical degree plus two years experience may be substituted for a technical degree. Three years experience plus associated technical certifications may be substituted for a degree. Five years experience may be substituted for a degree.

**10. Commercial Job Title: APPLICATION PROGRAMMER, Code 10**

**Minimum/General Experience:** Minimum three (3) years experience in applications programming, and ability to develop software in current computer technologies to satisfy design objectives. Demonstrated ability to work independently or under general direction only.

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Works as a member of a team under general direction from a senior member.

**Minimum Education:** Bachelors Degree in an IT, engineering or scientific field, or in a field related to the subject of the task order. Four additional years of applicable professional experience may be substituted for a degree.

**11. Commercial Job Title: APPLICATION SPECIALIST, Code 11**

**Minimum/General Experience:** Two to five years in analyzing and designing IT systems.

**Functional Responsibility:** Defines and designs simple business IT systems or specific parts of larger systems. Specific duties: Analyses and studies system requirements, analyses data requirements and sources. Gathers and translates customer requirements, works with client or contractor senior staff to identify business requirements. Assists senior contractor staff in change control and management of client expectations.

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Engineering, Business, or other discipline related to the task. Four additional years of applicable professional experience may be substituted for a degree.

**12. Commercial Job Title: FUNCTIONAL ANALYST, Code 12**

**Minimum Experience:** Five (5) years of computer experience working in information systems design and management on complex application problems involving all phases of systems analysis. At least five (5) years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, to include experience in database management systems (DBMS), and use of programming languages. Demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

**Functional responsibility:** Gathers and analyzes client requirements. Designs functional specifications. Delivers presentations on the system concept to colleagues, subordinates, and end user representatives. Prepares project plans pertaining to strategy, work breakdown, and staffing. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherences to the design concept and to user standards and for progress in accordance with schedules.

**Minimum Education:** Bachelor's degree in an IT, engineering, or scientific field, or in a field related to the subject of a task order. Four additional years of additional applicable professional technical experience may be substituted for a degree.

**13. Commercial Job Title: WEB DESIGNER , Code 13**

**Minimum/General Experience:** Minimum three (3) years experience in web design, and demonstrated ability to design and develop web sites using current computer technologies to satisfy design objectives. Demonstrated ability to work independently or under general direction only. Working knowledge of browsers, WYSIWYG editors, graphic design software, animation software and image optimization is desirable. Must have good communication skills and the ability to work with all levels of management and technical personnel.

**Functional Responsibility:** Develop the site concept, interface design, and architecture of web sites. Construct web sites. Optimize sites for search engine positioning, and short load times. Provide end-user training for the development, maintenance, and updating of Web pages.

**Minimum Education:** High school graduate

**14. Commercial Job Title: SENIOR SYSTEM ADMINISTRATOR, Code 14**

**Minimum Experience:** Five (5) years maintaining the required hardware configuration. Additional experience may be substituted for educational requirements.

**Functional responsibility:** Responsible for implementing and maintaining the hard and software infrastructure for development and/or production systems.

- Specify and configure application, database, and web servers
- Monitor server performance
- Resolve issues related to server and application interoperability
- Research configuration requirements for new systems
- Provide recommendations for new enterprise level hardware configurations
- Develop and implement automated monitoring processes
- Assist with Help Desk functions
- Resolve network communications issues
- Provide on-call support

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems, or other related discipline.

**15. Commercial Job Title: SYSTEM ADMINISTRATOR, CODE 15**

**Minimum Experience:** At least two (2) years configuring and installing servers using the appropriate software.

**Functional responsibility:** Responsible for implementing and maintaining the hard and software infrastructure for development and/or production systems. Duties:

- Specify and configure application, database, and web servers
- Monitor server performance
- Resolve issues related to server and application interoperability
- Assist with Help Desk functions
- Resolve network communications issues
- Provide on-call support

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems or other related discipline. A non-technical degree plus two years experience may be substituted for a technical degree. Three years experience plus associated technical certifications may be substituted for a degree. Five years experience may be substituted for a degree.

**16. Commercial Job Title: ANALYST / PROGRAMMER 5, CODE 16**

**Minimum Experience:** Nine (9) years programming in the required language.

**Functional responsibility:** Responsible for implementing solutions in the required programming language according to specifications. Duties:

- Code solutions according to specifications in the required programming language
- Translate detailed design into computer software
- Test, debug, and refine the software to produce the required product
- Code database calls and procedures
- Act as a technical lead and point of contact for other team members.
- Develop smaller systems with little input from Project Managers or Application Specialists.
- Participate in peer code reviews.
- Assist in QA procedures
- Assist with a/o develop specifications

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems or other related discipline. Experience may be substituted for educational requirements.

**17. Commercial Job Title: ANALYST / PROGRAMMER 4, CODE 17**

**Minimum Experience:** Seven (7) years programming in the required language.

**Functional responsibility:** Responsible for implementing solutions in the required programming language according to specifications. Duties:

- Code solutions according to specifications in the required programming language
- Translate detailed design into computer software
- Test, debug, and refine the software to produce the required product
- Code database calls and procedures
- Act as a technical lead and point of contact for other team members.
- Develop smaller systems with little input from Project Managers or Application Specialists.
- Participate in peer code reviews.
- Assist in QA procedures
- Assist with a/o develop specifications

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems or other related discipline. Experience may be substituted for educational requirements.

**18. Commercial Job Title: ANALYST / PROGRAMMER 3, CODE 18**

**Minimum Experience:** Five (5) years programming in the required language.

**Functional responsibility:** Responsible for implementing solutions in the required programming language according to specifications. Duties:

- Code solutions according to specifications in the required programming language
- Translate detailed design into computer software
- Test, debug, and refine the software to produce the required product
- Code database calls and procedures
- Participate in peer code reviews.

- Assist in QA procedures
- Assist with a/o develop specification

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems or other related discipline. Experience may be substituted for educational requirements.

### **19. Commercial Job Title: ANALYST / PROGRAMMER 2, CODE 19**

**Minimum/General Experience:** Three (3) to six (6) years programming in the language required by the task.

**Functional Responsibility:** Implements IT systems solutions in the programming language required by the task, according to specifications. Specific duties: Codes solutions according to specifications in the required programming language. Translates detailed designs into computer software. Tests, debugs and refines software to produce the required product. Codes database calls and procedures. Participates in peer code reviews, Assists in quality assurance procedures.

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems or other discipline related to the task. Four additional years of applicable professional experience may be substituted for a degree.

### **20. Commercial Job Title: ASSOCIATE APPLICATION SPECIALIST, CODE 20**

**Minimum Experience:** At least two (2) years in analyzing, programming and designing systems. Functional responsibility: Responsible for the definition and design of production system modifications and parts of new development efforts. Duties:

- Analyzes and studies system requirements.
- Analyses data requirements and sources.
- Works with client or Senior Application Specialist to identify business requirements.
- Programs solutions as defined, approved and needed.

**Minimum Education:** Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Engineering, Business, or other related discipline. A non-technical degree plus two years experience may be substituted for a technical degree. Three years experience plus associated technical certifications may be substituted for a degree. Five years experience may be substituted for a degree.

### **21. Commercial Job Title: SENIOR TECHNICAL DOCUMENTATION SPECIALIST, CODE 21**

**Minimum/General Experience:** Five (5) years experience preparing technical documentation, technical writing and documentation experience pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Gathers, analyses, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

**Minimum Education:** Bachelor's degree from an accredited college or university in English, Computer Science, Information Systems or other discipline related to technical documentation. Four additional years of applicable professional experience may be substituted for a degree.

**22. Commercial Job Title: TECHNICAL DOCUMENTATION SPECIALIST, CODE 22**

**Minimum/General Experience:** Three (3) years experience editing documents, including IT technical documents, and in preparing technical documentation. Experience must have demonstrated the ability to work independently or under only general direction.

**Functional Responsibility:** Collects and organizes information required and prepares user's manuals, training manuals, installation guides, proposals and reports. Edits functional descriptions, system specifications, user's manuals, special reports or other customer deliverables and documents.

**Minimum Education:** Associate's degree from an accredited college or university in English, Computer Science, Information Systems or other discipline related to technical documentation. Two additional years of applicable professional experience may be substituted for a degree.

## PRICE LIST

<b>SIN 132-51: PROFESSIONAL INFORMATION TECHNOLOGY SERVICES</b>		
<b>Order No.</b>	<b>Mind Over Machines Labor Categories</b>	<b>Current Rate Effective November 13, 2013</b>
1.	Senior Functional Analyst	\$185.72
2.	Project Manager	\$168.85
3.	Associate Project Manager	\$90.33
4.	Senior Information Engineer	\$157.58
5.	Senior Application Programmer	\$140.70
6.	Senior Consultant	\$139.16
7.	ITAS Middleware Specialist	\$135.08
8.	Senior Database Administrator	\$130.76
9.	Production Support Database Administrator	\$81.02
10.	Application Programmer	\$123.82
11.	Application Specialist	\$109.08
12.	Functional Analyst	\$107.87
13.	Web Designer	\$106.93
14.	Senior System Administrator	\$101.02
15.	System Administrator	\$81.02
16.	Analyst / Programmer 5	\$100.79
17.	Analyst / Programmer 4	\$95.65
18.	Analyst / Programmer 3	\$91.22
19.	Analyst / Programmer 2	\$86.99
20.	Associate Application Specialist	\$81.02
21.	Sr. Technical Documentation Specialist	\$73.07
22.	Technical Documentation Specialist	\$62.54

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

## PREAMBLE

**Mind Over Machines, Inc.** 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 **Deena Strine, 410-321-4700 Ext. 8020, [dstrine@mindovermachines.com](mailto:dstrine@mindovermachines.com) , fax 410-321-4780.**

## BEST VALUE BLANKET PURCHASE AGREEMENT

### FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **Mind Over Machines, Inc.** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

\_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity      Date

\_\_\_\_\_  
Contractor              Date

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)

**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:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (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:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (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.