GSA CATALOG
Mind Over Machines, Inc.

AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES
GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
MULTIPLE AWARD SCHEDULE

SIN 54151S - 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

Mind Over Machines, Inc.
10451 Mill Run Circle, Suite 900, Owings Mills, MD 21117
Tel: 410-321-4700
Fax: 410-321-4780

POC: Tom Loveland, CEO, 410-321-4700, TLoveland@mominc.com
Business size. Small
www.mindovermachines.com

Contract Number:  GS-35F-0046N

Period Covered by Contract:  current thru Oct-17-2022

Pricelist current through Modification #41 dated November 8, 2021

A837 Mass Mod Signed October 17, 2021.

Prices Shown Herein are Net (discount deducted).

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

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
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TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S) ................................................................. 16
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

**SIN: 54151S** - 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.

| SIN 54151S | Labor category: Technical Documentation Specialist | $ $66.60 per hour |

1.c. For hourly rates see price table on page 15.

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. **All prices listed herein are Net, and all discounts have been deducted.**

7. Quantity discounts. **None**

8. Prompt payment terms. **None.**

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. **Government purchase cards are not accepted above micro-purchase threshold.**

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. **Contact for availability.**

12. F.O.B. point(s). **F.O.B. Destination.**

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).

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. N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not accepted above micro-purchase threshold.

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. The EIT standards can he found at 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.’s SAM registration is up-to-date.**
LABOR CATEGORY 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. Analyzes 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.

9. 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
- Analyzes 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.
• Analyzes 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

**SIN 54151S: PROFESSIONAL INFORMATION TECHNOLOGY SERVICES**

<table>
<thead>
<tr>
<th>Order No.</th>
<th>Mind Over Machines Labor Categories</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Senior Functional Analyst</td>
<td>$196.69</td>
</tr>
<tr>
<td>2.</td>
<td>Project Manager</td>
<td>$177.81</td>
</tr>
<tr>
<td>3.</td>
<td>Associate Project Manager</td>
<td>$95.30</td>
</tr>
<tr>
<td>4.</td>
<td>Senior Information Engineer</td>
<td>$167.30</td>
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<tr>
<td>5.</td>
<td>Senior Application Programmer</td>
<td>$149.01</td>
</tr>
<tr>
<td>6.</td>
<td>Senior Consultant</td>
<td>$147.75</td>
</tr>
<tr>
<td>7.</td>
<td>ITAS Middleware Specialist</td>
<td>$143.90</td>
</tr>
<tr>
<td>8.</td>
<td>Senior Database Administrator</td>
<td>$138.11</td>
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<tr>
<td>9.</td>
<td>Production Support Database Administrator</td>
<td>$85.39</td>
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<td>10.</td>
<td>Application Programmer</td>
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<td>11.</td>
<td>Application Specialist</td>
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<td>12.</td>
<td>Functional Analyst</td>
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<td>13.</td>
<td>Web Designer</td>
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<td>14.</td>
<td>Senior System Administrator</td>
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<td>15.</td>
<td>System Administrator</td>
<td>$86.22</td>
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<td>16.</td>
<td>Analyst / Programmer 5</td>
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<td>17.</td>
<td>Analyst / Programmer 4</td>
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<td>18.</td>
<td>Analyst / Programmer 3</td>
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<td>19.</td>
<td>Analyst / Programmer 2</td>
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<td>20.</td>
<td>Associate Application Specialist</td>
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<tr>
<td>21.</td>
<td>Sr. Technical Documentation Specialist</td>
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</tr>
<tr>
<td>22.</td>
<td>Technical Documentation Specialist</td>
<td>$66.60</td>
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</table>
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT/IAM Professional 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 I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
      (1) Cancel the stop-work order; or
      (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. **INSPECTION OF SERVICES**


7. **RESPONSIBILITIES OF THE CONTRACTOR**

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

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

   Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. **INDEPENDENT CONTRACTOR**

   All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

    a. Definitions.

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

    "Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

    An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.
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/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES
Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

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

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING
a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 54151S IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

c. The following is an example of the manner in which the description of a commercial job title should be presented:

d. EXAMPLE: Commercial Job Title: System Engineer
Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.
Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.
Minimum Education: Bachelor’s Degree in Computer Science