AUTHORIZED MULTIPLE AWARD SCHEDULE (MAS) PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE & SERVICES

SPECIAL ITEM NUMBER OLM – ORDER LEVEL MATERIALS
SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>FPDS Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>D301</td>
<td>IT Facility Operation and Maintenance</td>
</tr>
<tr>
<td>D302</td>
<td>IT Systems Development Services</td>
</tr>
<tr>
<td>D306</td>
<td>IT Systems Analysis Services</td>
</tr>
<tr>
<td>D307</td>
<td>Automated Information Systems Design and Integration Services</td>
</tr>
<tr>
<td>D308</td>
<td>Programming Services</td>
</tr>
<tr>
<td>D310</td>
<td>IT Backup and Security Services</td>
</tr>
<tr>
<td>D311</td>
<td>IT Data Conversion Services</td>
</tr>
<tr>
<td>D316</td>
<td>IT Network Management Services</td>
</tr>
<tr>
<td>D399</td>
<td>Other Information Technology Services, Not Elsewhere Classified</td>
</tr>
<tr>
<td>PSC Code D399</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

**Note 1:** 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.

**Note 2:** Offerors and Agencies are advised that the Multiple Award Schedule (MAS) is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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Sole Solutions, Inc.
9 South Royal Avenue, Suite A
Front Royal, VA 22630
(P) 540-631-9166 (F) 703-665-0003
www.solesolutionsinc.com

Contract Number: **GS-35F-0117W**
Period Covered by Contract: **November 24, 2019 through November 23, 2024**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #**A842**, dated **April 29, 2022**.

Products and ordering information in this Authorized Multiple Award Schedule (MAS) Pricelist are also available on the GSA Advantage! System (http://www.gsaaadvantage.gov).
CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model foreach special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 4.

2. Maximum Order: SIN 54151S - $500,000; SIN OLM - $250,000

3. Minimum Order: $100

4. Geographic Coverage: Domestic

5. Point of Production: N/A

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

8. Prompt Payment Terms: Net30

   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Will be accepted at or below the micro-purchase threshold.

   b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will be accepted above the micro-purchase threshold.

10. Foreign Items: None

11. Time of Delivery: Sole Solutions, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

11b. Expedited Delivery: Consult with Contractor

11c. Overnight/2-Day Delivery: Consult with Contractor
11d. **Urgent Requirements:** Consult with Contractor

12. **FOB Point:** Destination

13. a. **Ordering Address:** Sole Solutions, Inc.
   Attn: Gregory Bodoh/ GSA Orders
   9 South Royal Avenue, Suite A
   Front Royal, VA22630

   b. **Ordering Procedures For supplies and services,** the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment Address:** Sole Solutions, Inc.
   Attn: Gregory Bodoh/ Accounts Receivable
   9 South Royal Avenue, Suite A
   Front Royal, VA22630

15. **Warranty Provisions:** Contractor’s Standard Warranty

16. **Export Packing charges:** Not applicable

17. **Terms and conditions of Government Purchase Card Acceptance:** Contact Sole Solutions, Inc. for terms and conditions of Government Purchase Card acceptance.

18. **Terms and conditions of rental, maintenance, and repair:** Not applicable

19. **Terms and conditions of installation:** Not applicable

20. **Terms and conditions of repair parts:** Not applicable

21. **Terms and conditions for any other services:** Not applicable

   1. **List of service and distribution points:** Not applicable

22. **List of participating dealers:** Not applicable

23. **Preventive maintenance:** Not applicable

24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not applicable

24b. **Section 508:** Contact Sole Solutions, Inc. for compliance information. The EIT standards can be found at: http://www.section508.gov

25. **DUNS Number:** 802975651

26. Sole Solutions, Inc. is registered in the System for Award Management (SAM) database.
**NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 541515 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Multiple Award 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.

   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 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-WORKORDER (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 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 Professional Services.
9. **INDEPENDENT CONTRACTOR**
All IT 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.
   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 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) (ALTERNATEI – 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) (ALTERNATEI – 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
foreach 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 PROFESSIONAL SERVICES AND PRICING

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<tr>
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<td>Project Manager</td>
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<td>$159.78</td>
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<td>$65.05</td>
<td>$66.35</td>
<td>$67.68</td>
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</table>
**Labor Category Descriptions**

**Labor Category: Project Manager**

**Minimum/General Experience:** 2 years project management experience.

**Functional Responsibility:**
The project manager is responsible for the coordination, monitoring, and completion of projects. This responsibility includes the setting of deadlines, assignment of responsibilities, and communication with clients. The project manager must build and maintain working relationships with team members, vendors, and other departments involved in the project. This person must be familiar with a variety of the software development concepts, practices, and procedures. The project manager relies on experience and judgment to plan and accomplish goals. This individual performs a variety of tasks including leading and directing the work of others. A wide degree of creativity and latitude is expected. The project manager reports to the unit/department and is the point of contact for the Contracting Officer’s Representative.

**Minimum Education:** Bachelor’s Degree or technical training/work experience equivalent.

**Labor Category: Senior Systems Architect**

**Minimum/General Experience:** 7 years system development experience.

**Functional Responsibility:**
The senior systems architect is responsible for the overall system design. This individual documents development requirements for database, applications, and operation system environment. The architect may consult with end users to design applications to meet client needs. This individual has expertise in all aspects of designing and application development and may conduct training to junior IT staff. The senior systems architect is familiar with a variety of concepts, practices, and procedures related to application development and must rely on extensive experience and judgment to plan and accomplish goals. This individual performs a number of complicated tasks. He/she provides consultation on complex projects and is considered to be the system design specialist. This individual may supervise junior project members.

**Minimum Education:** Bachelor’s Degree or technical training/work experience equivalent.
Labor Category: Systems Architect

Minimum/General Experience: 3 years system development experience.

Functional Responsibility:
The systems architect is responsible for the overall system design. This individual documents development requirements for database, applications, and operation system environment. The architect may consult with end users to design applications to meet client needs. This individual has expertise in all aspects of designing and application development and may conduct training to junior IT staff. The systems architect is familiar with a variety of concepts, practices, and procedures related to application development and must rely on extensive experience and judgment to plan and accomplish goals. This individual performs a number of complicated tasks. He/she provides consultation on complex projects and is considered to be the system design specialist.

Minimum Education: Bachelor’s Degree or technical training/work experience equivalent.

Labor Category: Software Engineer II

Minimum/General Experience: 2 years programming experience.

Functional Responsibility:
The systems engineer II codes software applications to adhere to designs supporting clients’ business requirements. This individual is also responsible for standardizing the quality assurance procedure for software, oversees testing and developing fixes. The systems engineer, intermediate must have knowledge of standard concepts, practices, and procedures of software development. This individual should rely upon experience and judgment to plan and accomplish goals. He/she must be capable of performing a variety of tasks and working under general supervision. A certain degree of creativity and latitude is required. The systems engineer, reports the technical lead or a senior systems engineer. The systems engineer II may supervise junior engineers.

Minimum Education: Bachelor’s Degree or technical training/work experience equivalent.
**Labor Category: Systems Analyst III**

**Minimum/General Experience:** 5 years of analysis experience.

**Functional Responsibility:**
The systems analyst III reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization’s application systems. This individual consults with users to identify current operating procedures and to clarify program objectives. The analyst has knowledge of commonly used concepts, practices, and procedures of software development. He/she relies on instructions and pre-established guidelines to perform the functions of the job. The systems analyst III works under limited supervision the project manager or a senior analyst. The systems analyst III supervises junior analysts.

**Minimum Education:** Bachelor’s Degree or technical training/work experience equivalent.

**Labor Category: Systems Analyst II**

**Minimum/General Experience:** 2 years of analysis experience.

**Functional Responsibility:**
The systems analyst II reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization’s application systems. This individual consults with users to identify current operating procedures and to clarify program objectives. The analyst has knowledge of commonly used concepts, practices, and procedures of software development. He/she relies on instructions and pre-established guidelines to perform the functions of the job. The systems analyst II works under supervision the project manager or a senior analyst. The systems analyst II may supervise junior analysts.

**Minimum Education:** Bachelor’s Degree or technical training/work experience equivalent.

**Labor Category: Systems Analyst I**

**Minimum/General Experience:** 1 years of analysis experience.

**Functional Responsibility:**
The systems analyst I reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. This individual consults with users to identify current operating procedures and to clarify program objectives. The analyst has knowledge of commonly used concepts, practices, and procedures of software development. He/she relies on instructions and pre-established guidelines to perform the functions of the job. The systems analyst I works under immediate supervision the project manager or a senior analyst.

**Minimum Education:** Bachelor’s Degree or technical training/work experience equivalent.
### Degree Substitution Equivalency

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<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
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<tbody>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or 8 years relevant experience</td>
</tr>
</tbody>
</table>