



U.S. General Services Administration



**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: <http://www.gsaadvantage.gov>

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT
SCHEDULE TITLE: GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE, AND SERVICES**

FSC GROUP: 70

**CONTRACT NUMBER:
GS-35F-0198Y**

**PERIOD COVERED BY CONTRACT:
December 12, 2014 through December 11, 2019**

**InCadence Strategic Solutions
10432 Balls Ford Rd., Suite 120
Manassas, VA 20109
Phone: 703-552-2810 Fax: 703-636-3100
www.incadencecorp.com**

Contractor's Administration Source:
**Jesse Fullerton
10432 Balls Ford Road, Suite 120
Manassas, VA 20109
703-552-2846
jfullerton@incadencecorp.com**

General Services Administration
Management Services Center Acquisition Division
Modification PS-0010, dated **24 July 2015**

**Business Size:
Small Business
Woman Owned**

DUNS: 830556952

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

GSA AWARDED TERMS AND CONDITIONS

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

SIN 132-51: Information Technology (IT) Professional Services
SIN 132-33: Perpetual Software Licenses
SIN 132-34: Maintenance of Software

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** See attached GSA Pricelist

1c. **HOURLY RATES (Services Only):** See attached GSA pricelist

2. **MAXIMUM ORDER*:**

SIN 132-51: \$500,000
SIN 132-33: \$500,000
SIN 132-34: \$500,000

*If the "best value" selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

3. **MINIMUM ORDER:** \$100

4. **GEOGRAPHIC COVERAGE: Domestic**

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

5. **POINT(S) OF PRODUCTION: Manassas, VA 20109**

6. **DISCOUNT FROM LIST PRICES:** Refer to attached Pricelist

7. **QUANTITY DISCOUNT(S):** None

8. **PROMPT PAYMENT TERMS:** 0%, Net 30 Days

9a. Government purchase cards **are accepted** at or below the micro-purchase threshold

9b. Government purchase cards **are not accepted** above the micro-purchase threshold

10. **FOREIGN ITEMS:** N/A

11a. **TIME OF DELIVERY:** To be negotiated at the task order level

11b. **EXPEDITED DELIVERY:** To be negotiated at the task order level

11c. **OVERNIGHT AND 2-DAY DELIVERY:** To be negotiated at the task order level

11d. **URGENT REQUIREMENTS:** To be negotiated at the task order level

12. **FOB POINT:** Destination

- 13a. **ORDERING ADDRESS:**
- InCadence Strategic Solutions
10432 Balls Ford Rd., Suite 120
Manassas, VA 20109
Phone: 703-552-2810 Fax: 703-636-3100
www.incadencecorp.com
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:**
- InCadence Strategic Solutions
10432 Balls Ford Rd., Suite 120
Manassas, VA 20109
Phone: 703-552-2810 Fax: 703-636-3100
www.incadencecorp.com
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
Accepted at or below the 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 AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):**
InCadence Strategic Solutions
10432 Balls Ford Rd., Suite 120
Manassas, VA 20109
Phone: 703-552-2810 Fax: 703-636-3100
www.incadencecorp.com
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. **Section 508 Compliance for EIT:** As applicable
25. **DUNS NUMBER:** 830556952
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active

**TERMS AND CONDITIONS APPLICABLE TO PERPETUAL SOFTWARE LICENSES
(SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE (SPECIAL ITEM NUMBER 132-34)
OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. ENTERPRISE USER LICENSE AGREEMENTS REQUIREMENTS (EULA)

The Contractor shall provide all Enterprise User License Agreements in an editable Microsoft Office (Word) format.

3. GUARANTEE/WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.

Software Warranty

Software is warranted to perform in substantial accordance with the corresponding Licensor documentation for thirty (30) days following the initial delivery. Licensor, at its option, will repair or replace any failure of the Software to comply with such warranty. If Licensor is unable or unwilling to repair or replace such Software within a reasonable period of time after notice of a material defect, Customer may terminate its license and subscription to the defective software and receive a refund for any pre-paid amounts relating to such Software. This Section 2.a sets forth the sole and exclusive remedy for breach of this warranty and Licensor reserves the right for any repairs to consist, in whole or in part, of new or modified software components that are functionally indistinguishable from the original components. This warranty is extended to Customer only and in no event to any other party. This warranty does not cover defects resulting from: (i) use of Software other than in a normal and customary manner in accordance with Licensor's documentation, (ii) alterations or modifications made to the Software that are not authorized by Licensor in writing, or (iii) combination of the Software with third party software not authorized by Licensor in writing.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. **Limitation of Liability.** Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

IN NO EVENT WILL CONTRACTOR OR ITS SUPPLIERS OR LICENSEE BE LIABLE UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES WHATSOEVER (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF BUSINESS

PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION OR DATA AND THE LIKE), EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CONTRACTOR'S CUMULATIVE LIABILITY AND LICENSEE'S EXCLUSIVE REMEDY FOR DAMAGES FROM ANY CAUSE RELATED TO OR ARISING FROM THIS AGREEMENT, AND REGARD LESS OF THE FORM OF THE ACTION, WILL BE LIMITED TO NO GREATER THAN THE AMOUNT OF FEES PAID TO CONTRACTOR UNDER THIS AGREEMENT, AND IF SUCH DAMAGES RELATE TO PARTICULAR ITEMS OF SOFTWARE OR SERVICES PROVIDED BY CONTRACTOR, SUCH LIABILITY SHALL BE LIMITED TO THE FEES PAID FOR THE RELEVANT SOFTWARE OR SERVICES.

4. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide support via email at support@incadencecorp.com for the purpose of providing user assistance and guidance in the implementation of the software. Support is available from 9:00-5:00 EST M-F excluding Federal Holidays and online 24/7/.

5. SOFTWARE MAINTENANCE

a. Software maintenance as it is defined: (select software maintenance type) :

 X 1. Software Maintenance as a Product (SIN 132-33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

Software Maintenance as a product is billed at the time of purchase.

 X 2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

6. PERIODS OF MAINTENANCE (SIN 132-34)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When annually appropriated funds are cited on an order for maintenance, the period of the maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance is to be continued during the subsequent period.

7. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

Not Offered

8. TERM LICENSE CESSATION

Not Offered.

9. UTILIZATION LIMITATIONS - (SIN 132-33, AND SIN 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter,

retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

10. SOFTWARE CONVERSIONS - (SIN 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version.

11. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

12. RIGHT-TO-COPY PRICING

Not Offered

**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 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 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (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) (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 PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT 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 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.

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

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

Awarded Labor Category Descriptions

Senior Advisor/Consultant

Functional Responsibility: Working directly with customer management, applies highly advanced principles, theories and concepts that contribute to sustained technical excellence of solutions. Manages the technical output of other Consultants, or works independently on unstructured problems and issues involving multivariate factors based on factual or hypothetical data-solution may be innovative or original in nature. Defines leading edge concepts for planning, deployment, operation and/or enhancement of advanced technologies. Guides others on solution paths for resolving problems. Assesses technical and cost impact of military versus commercial functional requirements on options. Establishes technical recommendations in situations where customer has conflicting advice. Provides functional guidance, supervision, technical support, training and quality assurance/quality control . Supports senior staff as required and ensures customer requirements and project milestones are met.

Education/Experience: Bachelor's degree* Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + ten (10) years experience of which at least eight (8) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + twelve (12) years experience of which at least eleven (11) years must be specialized. * Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Senior Software Engineer

Functional Responsibility: Develops and applies advanced methods, theories and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs and evaluates projects or major phases or significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products and services.

Education/Experience: Bachelor's degree* Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + ten (10) years experience of which at least eight (8) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + twelve (12) years experience of which at least eleven (11) years must be specialized. * Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Subject Matter Expert

Functional Responsibility: Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods, and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions

Education/Experience: Bachelor's degree* Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + ten (10) years experience of which at least eight (8) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + twelve (12) years experience of which at least eleven (11) years must be specialized.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Sr. Subject Matter Expert

Functional Responsibility: Serves as lead subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods, and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions

Education/Experience: Bachelor's degree* Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + twelve (12) years experience of which at least ten (ten) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + fifteen (15) years experience of which at least fourteen (14) years must be specialized.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Sr. Applications Engineer

Functional Responsibility: Researches, collects, and reports information on the ability and capacity of company products and competing equipment. Aids in the design and development of equipment and systems, and redesign of existing systems to fulfill the needs of customers. May lead and direct the work of others.

Education/Experience: Bachelor's degree* Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + ten (10) years experience of which at least eight (8) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + twelve (12) years experience of which at least eleven (11) years must be specialized.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Mid SW Engineer

Functional Responsibility: Designs, develops, troubleshoots and analyzes software programs for computer based systems. Performs systems modeling, simulation and analysis. Designs and develops compilers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed and input/output requirements.

Education/Experience: Bachelor's degree* Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + five (5) years experience of which at least three (3) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + seven (7) years experience of which at least six (6) years must be specialized.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Sr. Apps Systems Analyst

Functional Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operation procedures and to clarify program objectives. Familiar with a variety of field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others.

Education/Experience: Bachelor's degree* Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + ten (10) years experience of which at least eight (8) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + twelve (12) years experience of which at least eleven (11) years must be specialized.
* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Senior Analyst

Functional Responsibility: Provide analytical support and conduct comprehensive research independently or as part of a larger analytical effort. Assist the team in developing analytical strategies. Produce assessments and target support packages in collaboration with analysts involved in the mission as required. Conduct and coordinate comprehensive research of multiple analytical assessments within the assigned geographic area. Integrate biometric forensics with traditional all source analysis to identify networks as necessary. Ensure the integrity of databases and the modification of data files to develop responses to all source taskings. Prioritize and deconflict assignments to ensure the timely delivery of intelligence support products. Assess the progress of research projects and advise the leadership team on redirecting efforts. Provide on-the-job training and guidance to team members on all aspects of work. Identify resource requirements and shortfalls to supervisor. Review projects for compliance with tasking and security policies. Coordinate with action officers in the planning, preparation, coordination, and dissemination phases of scheduled targeting and intelligence survey packages. Provide expert all-source research, analysis, and intelligence analytical products. Track all tasks and ad hoc products to completion and provide quality control on all products prior to delivery.

Education/Experience: Bachelor's degree* in related technical discipline + eight (8) years experience OR AA degree* in related technical discipline directly related to the labor category + twelve (10) years experience

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Journeyman Analyst

Functional Responsibility: Provide analytical support. Produce related assessments and target support packages in collaboration with analysts involved in the mission. Conduct comprehensive research independently or as part of a larger analytical effort. Maintain databases, compare and contrast information from different sources, utilizing different analytical tools. Coordinate with Collection Management, to develop target support products. Coordinate with action officers in the planning, preparation, coordination, and dissemination phases of scheduled targeting and intelligence survey packages. Prepare assessments and unscheduled targeting and intelligence survey packages. Provide expert all-source research, analysis, and intelligence analytical products. Maintain and update databases and identify intelligence gaps. Track all tasks and ad hoc products to completion. Provide quality control on all products prior to delivery. Research, review, evaluate, and integrate all-source data to contribute to and/or produce draft and finished all-source assessments.

Education/Experience: Bachelor's degree* in technical discipline directly related to the labor category + three (3) years experience.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Novice Analyst

Functional Responsibility: Provide analytical support. Produce related assessments and target support packages in collaboration with analysts involved in the mission. Conduct comprehensive research independently or as part of a larger analytical effort. Maintain databases, compare and contrast information from different sources, utilizing different analytical tools. Coordinate with Collection Management, to develop target support products. Coordinate with action officers in the planning, preparation, coordination, and dissemination phases of scheduled targeting and intelligence survey packages. Prepare assessments and unscheduled targeting and intelligence survey packages. Provide expert all-source research, analysis, and intelligence analytical products. Maintain and update databases and identify intelligence gaps. Track all tasks and ad hoc products to completion. Provide quality control on all products prior to delivery. Research, review, evaluate, and integrate all-source data to contribute to and/or produce draft and finished all-source assessments.

Education/Experience: AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + one (1) year general experience.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Sr. DB Engineer

Functional Responsibility: Designs, develops and implements highly complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, data output, and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility.

Education/Experience: Bachelor's degree* Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + ten (10) years experience of which at least eight (8) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + twelve (12) years experience of which at least eleven (11) years must be specialized.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Test Eng. Entry Level

Functional Responsibility: 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.

Education/Experience: AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + one (1) year general experience.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Training Specialist

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision and direction to staff. Provides functional guidance, supervision, technical support, training and quality assurance/quality control. Supports senior staff as required and ensures customer requirements and project milestones are met.

Education/Experience: Bachelor's degree* in technical discipline or discipline directly related to the labor category + five (5) years experience of which at least three (3) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical

discipline directly related to the labor category + seven (7) years experience of which at least six (6) years must be specialized.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Sr. Media Specialist

Functional Responsibility: Support the development of all contract deliverables and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents. Responsible for integrating graphics generated with automated tools and the deliverable documents. Provides functional guidance, supervision, technical support, training and quality assurance/quality control.

Education/Experience: Bachelor's degree* in technical discipline or discipline directly related to the labor category + five (5) years experience of which at least three (3) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + seven (7) years experience of which at least six (6) years must be specialized.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

ISR Analyst

Functional Responsibility: Working directly with customer management. Works with other consultants to provide the technical output, or works independently on unstructured problems and issues involving multivariate factors based on factual or hypothetical data-solution may be innovative or original in nature. Contributes to planning, deployment, operation and/or enhancement of customer goals. Resolves problems, assesses technical and cost impact of military versus commercial functional requirements on options. Establishes recommendations in situations where customer has conflicting advice. Provides functional guidance, supervision, technical support, training and quality assurance/quality control. Supports senior staff as required and ensures customer requirements and project milestones are met.

Education/Experience: Bachelor's degree* in technical discipline or discipline directly related to the labor category + five (5) years experience of which at least three (3) years must be specialized OR AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + seven (7) years experience of which at least six (6) years must be specialized.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Doc. Specialist

Functional Responsibility: Gathers, analyzes 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. Preparation of technical documentation for assigned projects in accordance with defined Industry, DoD and/or MIL Standards and requirements defined by individual task orders. Provides functional guidance, supervision, educational and technical support and quality assurance/quality control as necessary. Supports senior staff as required and ensures customer requirements and project milestones are met.

Education/Experience: AA degree* in a relevant technical field, or other scientific or technical discipline directly related to the labor category + one (1) year general experience.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

Jr. Software Engineer

Functional Responsibility: Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts. Develops block diagrams and logic flow charts.

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.

Education/Experience: AA degree* in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + one (1) year general experience.

* Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement. Two (2) years of direct related experience in a related field may be substituted for an Associate's degree.

GSA Awarded 132-51 Pricing

<u>Category Title</u>	<u>GSA Price</u>
Senior Advisor/Consultant	\$212.07
Senior Software Engineer	\$205.03
Subject Matter Expert	\$190.33
Sr. Subject Matter Expert	\$231.91
Sr. Applications Engineer	\$103.20
Mid SW Engineer	\$ 85.45
Sr. Apps Systems Analyst	\$ 82.40
Senior Analyst	\$ 72.89
Journeyman Analyst	\$ 61.72
Novice Analyst	\$ 56.10
Sr. DB Engineer	\$ 119.63
Test Eng. Entry Level	\$ 48.34
Training Specialist	\$ 78.42
Sr. Media Specialist	\$ 76.84
ISR Analyst	\$ 153.43
Doc. Specialist	\$ 45.41
Jr. SW Engineer	\$ 61.92

SIN 132-33 and 132-34 GSA Pricing

SIN	MANUFACTURER NAME	MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA OFFER PRICE (inclusive of the .75% IFF)	WARRANTY	COO
132-33	InCadence Strategic Solutions Corporation	ARES10	ARES Software	ARES Software - 10 - 20 Licenses	Ea	\$1000	Standard Commercial	US
132-33	InCadence Strategic Solutions Corporation	ARES21	ARES Software	ARES Software - 21-99 Licenses	Ea	\$ 800	Standard Commercial	US

132-33	InCadence Strategic Solutions Corporation	ARES100	ARES Software	ARES Software - 100+ Licenses	Ea	\$ 600	Standard Commercial	US
132-34	InCadence Strategic Solutions Corporation	ARES-SAD	ARES Software	Software Assurance/Maintenance when purchased at the time of the license(s) purchase	Ea	20% of License Price	Standard Commercial	US
132-34	InCadence Strategic Solutions Corporation	ARES-SA	ARES Software	Software Assurance/Maintenance when purchased within two (2) years of the original purchase date of the license(s).	Ea	25% of License Price	Standard Commercial	US

All rates contain 0.75% Industrial Funding Fee.