GSA SCHEDULE PRICELIST

Hill ASC, Inc.
(dba Hill Associates Corporation)
1 Research Court, Suite 450-421
Rockville, MD 20850
240-912-6821
WWW.HillAsc.com Info@HillAsc.com

AUTHORIZED FEDERAL SUPPLY SERVICE
MULTIPLE AWARD SCHEDULE

SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
SIN OLM – ORDER LEVEL MATERIALS

Contract Number: GS-35F-0235U

Period Covered by Contract: Feb 4 2018 through Feb 4, 2023

General Services Administration
Federal Supply Service

This pricelist is current as of Modification #A812 dated 2-8-20
Products and ordering information in this Authorized FSS Information Technology Schedule pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service’s Home Page via the Internet at http://www.fss.gsa.gov/
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SPECIAL NOTICE TO AGENCIES; Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:
   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.

   Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

   Offerors are requested to check one of the following boxes:
   [X ] The Geographic Scope of Contract will be domestic and overseas delivery, [ ] The Geographic Scope of Contract will be overseas delivery only. [ ] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:
   Hill ASC, Inc.
   dba Hill Associates Corporation
   1 Research Court, Suite 450-421
   Rockville MD 20850,
   Phone 301-873-1385
   Email info@hillasc.com

   Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

   The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: Phone 301-873-1385
3. LIABILITY FOR INJURY OR DAMAGE
The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:
   Block 9: G, Order/Modification Under Federal Schedule
   Block 16: Data Universal Numbering System (DUNS) Number: 793655270
   Block 30: Type of Contractor - Other Small Business
   Block 31: Woman-Owned Small Business - NO
   Block 36: Contractor's Taxpayer Identification Number (TIN): 41-2045931 4a, CAGE Code: 4PTV7
   4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION
   1 Research Court, Suite 450-421, Rockville MD 20850,

6. DELIVERY SCHEDULE
   a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:
      SPECIAL ITEM NUMBER " DELIVERY TIME (Days ARO)
      54151S TBD
   b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt (Telephonic replies shall be confirmed by the Contractor in writing-) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS:
Prices shown are NET Prices; Basic Discounts have been deducted.
   a. Prompt Payment: None
   b. Quantity - none
   c. Dollar Volume - none
   d. Government Educational Institutions - none
   e. Other - none

8. TRADE AGREEMENTS ACT OF 1979, as amended;
All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:
   Not Applicable
10. SMALL REQUIREMENTS;

The minimum dollar value of orders to be issued is $100

11. MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment.)
a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000
   Special Item Number 54151S- Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2. FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.
14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges. NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) **Data/Deliverable Requirements:** Any required data/deliverables at the Ordering level will be as specified or negotiated in the agency's order.

(i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) **Availability of Fluids:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer,
15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:
Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the Ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!
GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information, GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:
1. Manufacturer; Manufacturer's Part Number; and
2. Product categories.
Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape), The Internet address is http://www.fss.gsa.gov/.

17. PURCHASE OF OPEN MARKET ITEMS
NOTE; Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f),
For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) - referred to as open market items - to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-
1. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
2. "The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
3. The items are clearly labeled on the order as items not on the Federal Supply Schedule;
and
4. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS
a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
1. Time of delivery/installation quotations for individual orders;
2. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
3. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
19. OVERSEAS ACTIVITIES
The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not applicable

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor’s technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAS)
The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with, one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS
Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74; Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract,

22. INSTALLATION, DEINSTALLATION, REINSTALLATION
The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to: the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.
If applicable. Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Kelsey Hill, email Kelsey@hillasc.com
The EIT standard can be found at: www.Section508.gov/.
24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.
Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order -

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:
This order is placed under written authorization from__________dated_____________. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)
(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
   (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
   (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.
Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

Not Applicable

27. ADVANCE PAYMENTS
A payment under this contract to provide a service or deliver article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or prepayment is not authorized or allowed under this contract. (31 U.S.C. 3324)
TERMS AND CONDITIONS APPLICABLE TO INFORMATIONSTECNNOLOGY (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 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.

2. PERFORMANCE INCENTIVES
   c. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
   d. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   e. 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/EC 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 or-
der 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
The Inspection of Services-Fixed Price (AUG 1996) (Deviation - May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation - May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation - May 2003) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR
All IT/EC 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 corpo-
ration that is a party to this contract.

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

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under TIME-AND-MATERIALS and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II - Feb 2002) (Deviation-May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under TIME-AND-MATERIALS and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II - Feb 2002) (Deviation- May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.
16. DESCRIPTION OF IT/EC SERVICES AND PRICING

HILL ASSOCIATES CORPORATION

Overview

Hill ASC, Inc. (dba Hill Associates) provides the technical skills, industry expertise, and business knowledge needed to deliver high performance networking, telecommunications, and IT solutions for today’s demanding Government environments. Successful delivery of advanced IP networks, secure information sharing infrastructures, and large scale systems integration activities has helped Federal agencies save time and money while boosting productivity, service reliability, and efficiency.

Hill Associates customers depend on our reputation for providing unbiased, vendor independent professional services. After understanding your objectives and helping frame the 'big picture' we apply relevant expertise to define requirements, design solutions, evaluate and select optimal vendor partners, help manage the solution implementation, and provide ongoing support for steady state operations, performance optimization, and next generation initiatives. The Hill team assures that deliverables align with your strategic and tactical requirements by working as a trusted extension to your internal staff and supporting processes.

Hill Associates personnel have helped industry leading commercial firms with their IT, telecommunications, and networking solutions in the financial, hi-tech, hospitality, healthcare, and other markets. Advanced enterprise networking solutions have fortified our government and commercial clients' mission execution and enabled the transformation of U.S. federal law enforcement agencies to be share information effectively and respond faster.

Corporate Headquarters:

Hill ASC, Inc.
1 Research Court, Suite 450-421
Rockville, MD 20850

Contact:

Phone: (240) 403-2609
Fax: (888) 979-8070
Email: admin@hillasc.com
16.1. Vertical Markets & Projects

**Federal State and Local Government**
Hill Associates have provided complex information technology (IT) design and architectural solutions; IT infrastructure systems; security architectures; vendor selection and acquisition; and deployment project management support for:

- Anti-trust Division
- Department of Justice
- DARPA
- Department of Justice - JUTNet Program
- US Marshals Service
- US Treasury

**Commercial Healthcare and Hospitality**
Hill Associates staff members have provided assistance to a number of very large hospitals, hotels, and hotel management companies with:

- Strategic and organizational planning
- Voice, data and video networking
- Local Area Networking (LAN), Wide Area Networking (WAN) and security
- Hotel reservations and call centers
- Internal hospital "service desk" operations
- Financial and operational audits

**Commercial Banking and Financial**
Hill Associates staff members have provided voice, data and video networking support to multinational banking and insurance firms, including:

- Financial and operational reviews and audits
- Customer call center design, installation and management
- Multi-state call center technical and reporting integration
- Technical, operational and internal audit procedure documentation

**Professional Services**
Hill Associates has provided support for a wide range of professional service and hi-tech sector organizations including:

- Strategic and tactical planning for internal LAN and WAN network services
- Internal and external "expert" litigation support on telephone and telecommunications matters
- Integration of telephone and data network usage accounting with client billing systems
- Network security architectures and infrastructures
- Security systems and products
16.2. Technology Services

Hill Associates services cover a broad area including:

Management & Planning
- Strategic information systems (IT), telecommunications and security solutions
- Tactical IT infrastructure implementation and support (data networks, data centers, PBX telephone, desktop, wireless, remote access, etc.)
- Operational services and oversight Support (IT, networks, security operations)
- Organizational infrastructure for IT enterprises
- Financial systems and analysis
- New construction - IT Systems, Networks and Security; design, specifications & selection/implementation
- Managed services operational models

Infrastructure
- Enterprise Networks - Voice data & video networking
- IP, Frame, VAN ATM, SONET, Wireless, Broadband technologies
- WAN, MAN, LAN, technical infrastructures
- Security - Layered, in-depth for IT infrastructures
- Federal Disaster Recovery and COOP infrastructures

Systems and Technology
- Customer Service Call Center, Help Desk, and Contact Center technologies
- Telephony and telecommunications convergence
- Network switches, routers and related technologies
- Firewalls, Intrusion Detection and related security devices
- Classified Security for Secret, Top Secret and Top Secret NSI (Type 1, etc.)
- Federal Security 'Defense In-depth' systems and policies

Vendor Management
- Contract Management Solicitation and product acquisition
- In-depth experience with IT industry leaders - AT&T, MCI, Sprint, Qwest, Verizon, Cisco, IBM, etc.
16.3. LABOR CATEGORY DESCRIPTIONS

**SENIOR PARTNER**

*General Experience:* Twenty (20) years progressive Information Technology (IT) and Networking experience including at least six (6) projects in technical areas included in technical areas related to the TO. At least one project must have occurred within the past three (3) years.

*Specialized Experience:* Ten (15) years in supervision of substantial IT projects. Five (5) years of this experience must have been in supervising large IT/NETWORKING services contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

*Functional Responsibility:* Overall customer satisfaction and TO performance

*Minimum Education:* Master's Degree or equivalent

**PROGRAM MANAGER**

*General Experience:* Fifteen (15) years progressive Information Technology (IT) experience including at least six (6) projects in technical areas related to the TO. At least one project must have occurred within the past three (3) years.

*Specialized Experience:* Ten (10) years in supervision of substantial IT/Networking projects. Five (5) years of this experience must have been in supervising large IT/Networking services contracts, including people of various job categories and skills and must have occurred in the last seven (7) years.

*Functional Responsibility:* Directs Program wide activities and performance. Ensures customer satisfaction for individual delivery orders; provides supervisory, technical, and administrative direction for personnel performing on a TO.

*Minimum Education:* Master's Degree or equivalent

**NETWORK ARCHITECT**

*General Experience:* Ten (15) years of progressive Networking Technology experience including at least six (6) projects in technical areas related to the TO. At least one project must have occurred within the past three (3) years.

*Specialized Experience:* Ten (10) years in supervision of substantial IT/Networking projects. Five (5) years of this experience must have been in supervising large IT/Networking services contracts, including people of various job categories and skills and must have occurred in the last seven (7) years.

*Functional Responsibility:* Serves as a senior subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of in technical areas related to the TO. Documentation subjects shall include but not limited to systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.

*Minimum Education:* Master's degree or equivalent

**IT MANAGER**

*General Experience:* Fifteen (15) years of progressive Information Technology (IT) experience including at least five (5) projects in technical areas related to the TO. At least one project must have occurred within the past (3) years.

*Specialized Experience:* Ten (10) years in supervision of substantial IT/Networking projects. Five (5) years of this experience must have been in supervising large IT/Networking service contracts, including people of various job categories and skills and must have occurred in the last seven (7) years.
**Functional Responsibility:** Provides technical and administrative direction for specific tasks, including review of work products for correctness, compliance with industry accepted standards, FTS standards, and user standards specified in specific TOs.

**Minimum Education:** Bachelor's degree.

**DESIGN ENGINEER**

**General Experience:** Fifteen (15) years of progressive Networking Technology experience including at least five (5) projects in technical areas related to the TO. At least one project must have occurred within the past three (3) years.

**Specialized Experience:** Five (10) years of this experience must have been in performing large IT/Networking projects related to the individual's subject matter expertise and must have occurred in the last five (5) years.

**Functional Responsibility:** Serves as a senior design engineering expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas related to the TO. Documentation subjects shall include but not limited to systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.

**Minimum Education:** Bachelor's degree

**TECHNICAL MANAGER**

**General Experience:** Seven (15) years of progressive Networking Technology experience including at least five (5) projects in technical areas related to the TO. At least one project must have occurred within the past three (3) years.

**Specialized Experience:** Five (5) years in supervision of substantial IT/Networking projects. Two (2) years of this experience must have been in supervising large IT/Networking service contracts, including people of various job categories and skills and must have occurred in the last five (5) years.

**Functional Responsibility:** Serves as a senior technical management expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas related to the TO. Documentation subjects shall include but not limited to systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.

**Minimum Education:** Bachelor's degree

**SENIOR ANALYST**

**General Experience:** Ten (10) years of progressive Networking Technology experience including at least five (5) projects in technical areas related to the TO. At least one project must have occurred within the past (3) years.

**Specialized Experience:** Five (5) years in supervision of substantial IT/Networking projects. Two (2) years of this experience must have been in supervising large IT/Networking service contracts, including people of various job categories and skills and must have occurred in the last five (5) years.

**Functional Responsibility:** Provides technical and administrative direction for tasks, including review of work products for correctness, compliance with industry accepted standards, FTS standards, and user standards specified in specific TOs.

**Minimum Education:** Bachelor's degree.
SENIOR TECHNICAL CONSULTANT
General Experience: Seven (10) years of progressive functional experience including at least five (5) projects in technical areas related to the TO. Most recent functional project experience must have occurred within the past three (3) years.
Specialized Experience: Three (5) years of telecommunications/networking experience must have occurred in the last five (7) years.
Functional Responsibility: Serves as a subject matter technical expert in areas relevant to the project. Provide guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional and technical areas related to the TO. Interfaces with Government management personnel and functional proponents. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.
Minimum Education: Bachelor's degree

NETWORK ENGINEER
General Experience: Seven (7) years of progressive Networking Technology experience including at least five (5) projects technical areas related to the TO. At least one project must have occurred within the past three (3) years.
Specialized Experience: Five (5) years in management of substantial networking projects. Two (2) years of this experience must have been in managing large IT/Networking service contracts, including people of various job categories and skills and must have occurred in the last five (5) years.
Functional Responsibility: Supports a senior engineer with both technical and administrative tasks related to the project with direct responsibility for assuring the correctness of a product
Minimum Education: Bachelor's degree

SYSTEMS ENGINEER
General Experience: Three (3) years of progressive Networking Technology experience including at least two (2) projects in technical areas related to the TO. At least one project must have occurred within the past three (3) years.
Functional Responsibility: Works under close supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.
Minimum Education: Bachelor's degree

ADMINISTRATOR
General Experience: 2 years general office experience
Specialized Experience: Microsoft Office, Star Office, Project Manager, Vision, and financial applications like Peachtree or QuickBooks
Functional Responsibility: Performs a variety of office related duties to include document creation and editing, filing, copying, delivery, mailing, etc.
Minimum Education: High School Diploma
LABOR CATEGORY MATRIX
The following table is provided to help emphasize the varying levels of experience and education required to qualify for each labor category. Refer to Section 2 - Labor Category Description for further clarification on the matrix entries.

- Years IT/Networking Experience column provides the minimal number of years of General IT/Networking experience.
- Projects column provides the experience on the minimal number of IT/Networking projects required under General experience.
- Number of projects required to be completed under General experience within the last 3 years,
- Years Experience in task area column provides the minimal number of years TO related IT/Networking experience required under specialized experience.
- Years supervising TO related IT/Networking service contract and Spec - within last # year's columns provide the minimal number of years supervising IT/Networking service contracts within the last number of years required under specialized experience.
- Educational Degree Required column provides the minimal degree required to qualify for the labor category. Substitution of Experience for Education that may allow personnel to meet this requirement.
16.4. Labor Category Matrix

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Gen'l Years Experience</th>
<th>Gen'l # of Projects</th>
<th># of Gen'l projects</th>
<th>Within The Last # of Years</th>
<th>Years of Experience in task area</th>
<th>Years supervising in task area</th>
<th>Supervision With in last # years</th>
<th>Educational Degree Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Partner</td>
<td>20</td>
<td>a</td>
<td>1</td>
<td>3</td>
<td>15</td>
<td>7</td>
<td>10</td>
<td>Masters'</td>
</tr>
<tr>
<td>Program Manager</td>
<td>15</td>
<td>6</td>
<td>1</td>
<td>3</td>
<td>10</td>
<td>5</td>
<td>7</td>
<td>Masters'</td>
</tr>
<tr>
<td>Network Architect</td>
<td>15</td>
<td>6</td>
<td>1</td>
<td>3</td>
<td>10</td>
<td>5</td>
<td>7</td>
<td>Masters'</td>
</tr>
<tr>
<td>IT Manager</td>
<td>15</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>10</td>
<td>5</td>
<td>7</td>
<td>Bachelors'</td>
</tr>
<tr>
<td>Design Engineer</td>
<td>15</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>10</td>
<td>NA</td>
<td>N/A</td>
<td>Bachelors'</td>
</tr>
<tr>
<td>Technical Manager</td>
<td>15</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>5</td>
<td>Bachelors'</td>
</tr>
<tr>
<td>Senior Analyst</td>
<td>10</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>5</td>
<td>Bachelors'</td>
</tr>
<tr>
<td>Senior Technical Consultant</td>
<td>10</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>N/A</td>
<td>N/A</td>
<td>Bachelors'</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>7</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>5</td>
<td>Bachelors'</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Bachelors'</td>
</tr>
<tr>
<td>Administrator</td>
<td>2</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>H.S. Diploma</td>
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</table>
## Labor Rates

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Schedule Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Partner</td>
<td>189.06</td>
</tr>
<tr>
<td>Program Manager</td>
<td>184.99</td>
</tr>
<tr>
<td>Network Architect</td>
<td>181.66</td>
</tr>
<tr>
<td>IT Manager</td>
<td>155.16</td>
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<tr>
<td>Design Engineer</td>
<td>144.58</td>
</tr>
<tr>
<td>Technical Manager</td>
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<tr>
<td>Senior Analyst</td>
<td>111.59</td>
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<tr>
<td>Senior Technical Consultant</td>
<td>90.38</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>83.13</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>66.81</td>
</tr>
<tr>
<td>Administrator</td>
<td>58.94</td>
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</tbody>
</table>