SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- FPDS Code D301  IT Facility Operation and Maintenance
- FPDS Code D302  IT Systems Development Services
- FPDS Code D306  IT Systems Analysis Services
- FPDS Code D307  Automated Information Systems Design and Integration Services
- FPDS Code D308  Programming Services
- FPDS Code D310  IT Backup and Security Services
- FPDS Code D311  IT Data Conversion Services
- FPDS Code D316  IT Network Management Services
- FPDS Code D399  Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

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

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

Cooper Thomas, LLC
4200 Wisconsin Ave. NW, Suite 500
Washington, DC 20016-2155
202-387-8366 (p)
202-588-8201 (f)
www.cooperthomas.com

Contract Number: GS-35F-0283W
Period Covered by Contract: February 26, 2020 through February 25, 2025

General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).
CUSTOMER INFORMATION

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

Special Item No. 54151S – IT Professional Services
Special Item No. OLM – Order-Level Materials (OLMs)

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

Not Applicable

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

See GSA pricing on page 7.

2. Maximum order.

<table>
<thead>
<tr>
<th>Special Item No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Professional Services</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

3. Minimum order:

<table>
<thead>
<tr>
<th>Special Item No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Professional Services</td>
<td>$100.00</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

4. Geographic coverage (delivery area)

Domestic delivery only

5. Point(s) of production (city, county, and State or foreign country)

Cooper Thomas, LLC
4200 Wisconsin Ave. NW, Suite 500
Washington, DC 20016-2155
202-387-8366

6. Discount from list prices or statement of net price.

See GSA awarded pricing. All prices are NET. Basic discounts have been deducted.

7. Quantity discounts

None

8. Prompt payment Terms

Net 30 days

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

Government purchase card is accepted at, or below the micro-purchase threshold.

9b. Notification that Government purchase cards are accepted or are not accepted above the micro-purchase threshold
Government purchase card is accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin)
None

11a. Time of delivery (Contractor insert number of days)
As negotiated between the Ordering Activity and the Contractor

11b. Expedited delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list,” under this heading The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
As negotiated between the Ordering Activity and the Contractor

11c. Urgent requirement. The Contractor will note in its price list under the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
As negotiated between the Ordering Activity and the Contractor

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

13a. Ordering address(es)
Cooper Thomas, LLC
4200 Wisconsin Ave. NW, Suite 500
Washington, DC 20016-2155
202-387-8366

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition regulation (FAR) 8.405-3.

14. Payment address(es)
Cooper Thomas, LLC
4200 Wisconsin Ave. NW, Suite 500
Washington, DC 20016-2155
202-387-8366

15. Warranty provision.
Not applicable

16. Export packing charges, if applicable
Not applicable

17. Terms and conditions of Government purchase acceptance (any thresholds above the micro-purchase level)
Purchase at, or below the micro purchase threshold

18. Terms and conditions of rental, maintenance, and repair (if applicable)
Not applicable

19. Terms and conditions of installation (if applicable)
Not applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list price (if applicable)
Not applicable
20a. Terms and conditions for any other services (if applicable)
Not applicable
21. List of service distributions points (if applicable)
Not applicable
22. List of participating dealers (if applicable)
Not applicable
23. Preventative maintenance (if applicable)
Not applicable
24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants)
Not applicable
24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov
25. Data Universal Numbering Systems (DUNS) number
053490988
Active in SAM. Registration valid through 12-9-2020
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S 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 **both** the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

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

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – 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 (May 2001) (Deviation 1 – 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 – 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 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIAION 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 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIAION 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 54151S 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.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Proposed GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>$148.36</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$129.35</td>
</tr>
<tr>
<td>Systems Analyst/Developer</td>
<td>$121.45</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$102.69</td>
</tr>
<tr>
<td>Consultant I</td>
<td>$80.97</td>
</tr>
<tr>
<td>Consultant II</td>
<td>$93.80</td>
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<tr>
<td>Consultant III</td>
<td>$103.67</td>
</tr>
<tr>
<td>Sr. Consultant I</td>
<td>$143.17</td>
</tr>
<tr>
<td>Sr. Consultant II</td>
<td>$158.89</td>
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<tr>
<td>Sr. Consultant III</td>
<td>$186.65</td>
</tr>
<tr>
<td>Sr. Consultant IV</td>
<td>$251.61</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

Program Manager
Functional Responsibilities: Oversees all services provided to client. Manages program operations involving multiple projects or task orders; organizes, directs, and coordinates planning and execution of all program support activities. Monitors overall contract performance and communicating directly with the client Program Manager, Contracting Officer (CO), and Contracting Officer’s Technical Representative (COTR). Manages resources, cost, schedule, and quality of multiple projects, and ensures contractual obligations are met. Provides guidance and direction to subordinates; assigns, schedules, and reviews their work; and communicates policies and goals of the organization to them. Develops and cultivates government client relationships at management and executive levels.

Minimum Experience: 10 years experience managing technical contracts
Minimum Education: Bachelors degree in a technical or management discipline

Project Manager
Functional Responsibilities: Provides day-to-day management of the full scope of IT task orders. Working with the Program Manager, ensures all activities are identified, resourced and scheduled to achieve task order and project objectives. Manages all facets of projects according to accepted industry practices and standards. Ensures projects are integrated across the enterprise by developing organized, collaborative relationships between the project team, business users and client management. Leads assigned project team for the duration of a project or for short-term assignments requiring specific areas of expertise during the project. Assists the Program Manager in working with and communicating directly with agency project managers and personnel relating to discrete project components as part of the overall project.

Minimum Experience: 5 years IT-related project management experience
Minimum Education: Bachelors degree in a technical or management discipline or project management certification

Systems Analyst/Developer
Functional Responsibilities: Develops/implements user requirements as defined by the client. Conducts technical analysis of automated and non-automated data management systems; identifies required improvements in the timeliness, accuracy and/or integrity of data management methods and tools. Develops software and database designs; develops, tests and implements resulting software solutions. Develops related software documentation according to accepted industry practices and standards. Recommends the appropriate technical solutions based upon the processes in place, industry knowledge, technology available in the marketplace, and overall customer requirements. Serves as liaison to coordinate effective and efficient communication and seamless delivery between functional and technical specialists.

Minimum Experience: 5 years relevant IT experience
Minimum Education: Bachelors degree in a technical, scientific, or engineering discipline, or certification in applicable technical tools
**Technical Writer**

Functional Responsibilities: Translates and interprets technical information into clear, readable documents to be used by technical and non-technical personnel. Provides expertise in the formulation and implementation of IT project communication objectives; prepares audience-specific messages and materials, and designs communications content and artifacts to support program goals and project deliverables. Employs print, electronic, and web formats. Develops, maintains, and conducts technical training programs and related materials for information products and services. Provides support to database, application and web developers in the definition of requirements, business architecture and workflow for development of systems supporting the management of large, complex multi-user information resources.

Minimum Experience: 2 years technical writing experience

Minimum Education: Associates degree in Technical Communication

**Consultant I**

Functional Responsibilities: Performs tasks as assigned by team lead or project manager to document requirements for information system development from inception to conclusion. Documents project/information system requirements in accordance with client’s development methodology. Researches available and appropriate software solutions for client consideration as required. Provides analysis, synthesis, and transformation of client information as required. Has broad IT experience and skills as required by the task order and works with a supervision level commensurate with ability.

Minimum Experience: 1 year related industry experience

Minimum Education: Bachelors degree or certification in a technical or management field

**Consultant II**

Functional Responsibilities: Creates requirements for information system development from inception to conclusion. Documents project/information system requirements in accordance with client’s development methodology and may assist in evaluating software solutions for client consideration. Provides analysis, synthesis and transformation of client information as required. Assists the project team in the creation and implementation of appropriate strategies and technologies to ensure information and information management systems conform to client and industry standards. Has experience in specialty areas as required by the task order. Works with limited supervision.

Minimum Experience: 2 years related industry experience

Minimum Education: Bachelors degree or certification in a technical or management field

**Consultant III**

Functional Responsibilities: Creates requirements for information system development or modification from inception to conclusion. Documents project/information system requirements in accordance with client’s development methodology. Evaluates suitable software solutions and may make recommendations for consideration. Provides analysis, synthesis and transformation of client information as required. Consults with the client to provide advice in the creation and implementation of appropriate strategies and technologies to ensure information and information management systems conform to client and industry standards. Develops briefings, presentations, and reports for
communication and presentation to the client. Possesses experience in specialty areas as required by the
task order; works independently and can manage the work effort of other team members to ensure
successful project execution.

Minimum Experience: 4 years related industry experience

Minimum Education: Bachelors degree or certification in a technical or management

**Senior Consultant I**

Functional Responsibilities: Uses specific expert or institutional experience to serve as a subject matter
expert in areas that include management responsibility for medium to large projects. Provides technical
knowledge of specialized programs to be deployed in the client environment. Provides information
system analysis, design, integration, documentation and implementation advice required for an effective
implementation. Applies principles, methods, and knowledge of specialized areas of expertise to fulfill
the task order requirements.

Minimum Experience: 5 years specialized IT experience

Minimum Education: Bachelors degree or certification in a technical or management field

**Senior Consultant II**

Functional Responsibilities: Uses specific expert or institutional experience to serve as a subject matter
expert in areas that include management responsibility for medium to large projects. Provides technical
consulting services in a highly-specialized area to include experience with information system analysis,
design, integration, documentation and implementation advice. Applies principles, methods, and
knowledge of specialized areas of expertise to task order requirements. Evaluates research performed as
part of or outside the project. Develops performance measures, metrics, program audits, and
evaluations for the client as required. Conducts research performed as part of the project.

Minimum Experience: 7 years specialized IT experience

Minimum Education: Bachelors degree or certification in a technical or management field

**Senior Consultant III**

Functional Responsibilities: Uses specific expert or institutional experience to serve as a subject matter
expert in areas that include management responsibility for large projects. Provides senior management-
level consulting services to the client in a highly-specialized area to include domain expertise in
information system analysis, design, integration, documentation and implementation advice requiring in-
depth knowledge and experience. Experienced in developing and implementing IT systems and related
technologies, identifying resource requirements, implementing continuous improvement strategies as
applied to the specialized functional/technical area. Evaluates and develops research performed as part
of or outside the project. Provides client facilitation services to resolve divergent views regarding
information system design, construction and implementation. Has excellent oral and written
communication skills.

Minimum Experience: 9 years specialized IT experience

Minimum Education: Bachelors degree or certification in a technical or management field
**Senior Consultant IV**

Functional Responsibilities: Uses specific expert or institutional experience to serve as a subject matter expert in areas that include management responsibility for large projects. Provides executive-level consulting services to the client in a highly-specialized area to include domain expertise in information system analysis, design, integration, documentation and implementation advice requiring in-depth knowledge and experience. Experienced in developing and implementing IT systems and related technologies, identifying resource requirements, implementing continuous improvement strategies as applied to the specialized functional/technical area. Evaluates and develops research performed as part of or outside of the project. Represents client in peer and industry forums. Provides client facilitation services to resolve divergent views regarding information system design, construction and implementation. Has excellent oral and written communication skills.

Minimum Experience: 10 years specialized IT experience

Minimum Education: Bachelors degree or certification in a technical or management field

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**LABOR CATEGORY EQUIVALENCE TABLE**

<table>
<thead>
<tr>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>2 years</td>
</tr>
<tr>
<td>BA/BS</td>
<td>4 years</td>
</tr>
<tr>
<td>MS</td>
<td>7 years</td>
</tr>
<tr>
<td>PhD</td>
<td>10 years</td>
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