

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

SCHEDULE TITLE: Federal Supply Schedule 70 – General Purpose Commercial Information Technology Equipment, Software, and Services



Knowledge Facilitation Group, LLC (KFG)
1750 Tysons Blvd Suite 1500
McLean, VA 22102
www.kfgisit.com

CONTRACT NUMBER: GS-35F-3562W

CONTRACT PERIOD: April 2, 2020 thru April 1, 2025

PRICELIST VERSION: dated April 2, 2020 Mod 0017

DUNS: 831000653

NAICS: 541519, 541513, 541512, 541511

WEB: www.kfgisit.com

BUSINESS SIZE: HUBZONE and Women-Owned Small Business

CONTACT FOR CONTRACT ADMINISTRATION:
Genevieve Frost, Contracts Manager (frost@kfgisit.com)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

For more information on ordering from Federal Supply go to this website:
www.gsa.gov/schedules

CUSTOMER INFORMATION:

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

SIN	DESCRIPTION
54151S	IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing. NOTE: Subject to Cooperative Purchasing

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

SIN	MODEL	PRICE
54151S	Communications Specialist	\$51.78

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1c. LABOR CATEGORIES AND HOURLY RATES (Services only):

Labor Category	04/02/2020	04/02/2021	04/02/2022	04/02/2023	04/02/2024
	- 04/01/2021	- 04/01/2022	- 04/01/2023	- 04/01/2024	- 04/01/2025
Application System Administrator	\$121.70	\$125.35	\$129.10	\$132.97	\$136.96
Application System Administrator-Senior	\$157.95	\$162.68	\$167.56	\$172.58	\$177.75
Applications Engineer	\$116.52	\$120.01	\$123.61	\$127.31	\$131.13
Applications Engineer-Senior	\$142.43	\$146.70	\$151.09	\$155.62	\$160.28
Business Analyst	\$109.53	\$112.82	\$116.20	\$119.68	\$123.26
Business Analyst-Senior	\$145.26	\$149.61	\$154.09	\$158.71	\$163.46
Business Intelligence Engineer	\$132.06	\$136.02	\$140.09	\$144.29	\$148.61
Business Intelligence Engineer-Senior	\$163.13	\$168.02	\$173.05	\$178.24	\$183.58
Business Process Reengineering Specialist	\$142.43	\$146.70	\$151.09	\$155.62	\$160.28
Business Process Reengineering Specialist-Senior	\$178.66	\$184.01	\$189.53	\$195.20	\$201.05
Chief Engineer	\$189.02	\$194.68	\$200.52	\$206.52	\$212.71
Communications Specialist	\$51.78	\$53.33	\$54.93	\$56.57	\$58.27
Curriculum Developer	\$100.98	\$104.01	\$107.12	\$110.33	\$113.64
Data Architect	\$108.75	\$112.01	\$115.37	\$118.82	\$122.38
Data Architect-Senior	\$152.76	\$157.34	\$162.06	\$166.91	\$171.91
Database Administrator DBA	\$100.98	\$104.01	\$107.12	\$110.33	\$113.64
Database Administrator DBA-Senior	\$126.87	\$130.67	\$134.59	\$138.62	\$142.77
Marketing Specialist	\$99.83	\$102.82	\$105.90	\$109.07	\$112.34
Metrics Analyst	\$121.70	\$125.35	\$129.10	\$132.97	\$136.96
Program Manager	\$121.70	\$125.35	\$129.10	\$132.97	\$136.96
Program Manager-Senior	\$142.43	\$146.70	\$151.09	\$155.62	\$160.28
Project Manager	\$126.87	\$130.67	\$134.59	\$138.62	\$142.77
Subject Matter Expert	\$126.87	\$130.67	\$134.59	\$138.62	\$142.77
Systems Analyst	\$109.53	\$112.81	\$116.19	\$119.67	\$123.25
Systems Analyst-Senior	\$121.70	\$125.35	\$129.10	\$132.97	\$136.96
Training Specialist	\$99.83	\$102.82	\$105.90	\$109.07	\$112.34

The above table represents the GSA pricelist. These rates are based on an hourly basis, not including materials or ODCs.

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SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Communications Specialist	01020 – Administrative Assistant	15-4281

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

APPLICATION SYSTEM ADMINISTRATOR

Experience: Involves five years of experience in deploying J2EE applications to web containers, with a significant background in Oracle Application Service (OAS), Apache, BEA WebLogic or other application servers.

Responsibility: Requires installing, configuring and maintaining Web application servers, providing load balancing and fault tolerance on multiple hosting operating environments using Oracle Application Service (OAS), Apache and/or BEA Weblogic or other applications.

Education: A Bachelor's degree in Computer Science, Information Systems, Business or a related field.

APPLICATION SYSTEM ADMINISTRATOR SENIOR

Experience: Involves seven years of experience deploying J2EE applications to web containers, with a significant background in Oracle Application Service (OAS), Apache , BEA Weblogic or other application servers.

Responsibility: The position requires leading a team of administrators in installing, configuring and maintaining Web application servers and providing load balancing and fault tolerance on multiple hosting operating environments using Oracle Application Service (OAS), Apache and/or BEA Weblogic or other applications.

Education: Master's degree in Computer Science, Information Systems, Business or a related field. A Bachelor's degree, with significant experience, may be used in lieu of a Master's.

APPLICATION ENGINEER

Experience: The Applications Engineer position requires five years of experience, three of which must be specialized. Engineer should have experience as an applications programmer on large-scale database systems, designing and developing software. Experience in website design, development, deployment and monitoring as well as knowledge of web operational procedures and content management infrastructures. Experience in designing and developing software and enhancing and modifying functional and technical designs.

Responsibility: Requires research and design software to meet customer parameters and specifications. Coding, testing and integrating software to Web-based applications, while providing database support is essential. Requires translating designs into computer software, working with other members of the engineering team to generate plans to develop applications and test and debug programs for clients. Enhance web content and apply knowledge of project specific middleware and interfaces is required.

Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Computer Programming or a related field

APPLICATION ENGINEER SENIOR

Experience: The Senior Applications Engineer position requires a minimum of nine years of experience, six of which must be specialized. Engineer should have experience as an applications programmer on large-scale database systems, designing and developing software. Senior position also requires management experience. Experience in website design, development, deployment and monitoring as well as knowledge of web operational procedures and content management infrastructures.

Responsibility: The position requires acting as the lead developer in translating functional designs into computer software, in addition to managing a team of engineers. Enhance web content and apply knowledge of project specific middleware and interfaces is required. Position will require developing project plans, meeting and consulting with clients and serving as the primary responsibility for application development.

Education: Master's degree in Computer Science, Information Systems, Engineering, Computer Programming or a related field. A Bachelor's degree with substantial experience may be used in lieu of a Master's.

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BUSINESS ANALYST

Experience: The Business Analyst position requires five years of experience, three of which must be specialized. Analyst should have knowledge of business processes with an emphasis on process automation and data, services, systems integration.

Responsibility: The position requires analyst work with team members to generate ideas on evaluation of and implementation of business priorities to maximize return on investments.

Education: Bachelor's degree in Business or a computer related field.

BUSINESS ANALYST SENIOR

Experience: The Business Analyst position requires nine years of experience, three of which must be specialized. Analyst should have knowledge of business processes with an emphasis on process automation and data, services, systems integration.

Responsibility: The position requires analyst work with team members to generate ideas on evaluation of and implementation of business priorities to maximize return on investments.

Education: Bachelor's degree in Business or a computer related field.

BUSINESS INTELLIGENCE ENGINEER

Experience: The Business Intelligence Engineer requires three years of experience. Engineer must be competent in analyzing business models and abreast of mission requirements and conditions.

Responsibility: The position requires engineer organize and formulate business data with a team of other engineers, creating graphs and forecasting models that depict mission performance trending, while developing new strategies that support monitoring and process improvements with business efficiencies.

Education: A Bachelor's degree in Business, Engineering or Computer Science is required.

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BUSINESS INTELLIGENCE ENGINEER SENIOR

Experience: The Business Intelligence Engineer requires six years of experience. Engineer must be competent in database systems and be able to transform multiple data sources within system using business intelligence principles.

Responsibility: The position requires engineer analyze business systems through data extraction and interpretation and provide integrated solutions to cleanse and integrate multiple data sources. Analyzing confidence intervals and sample sizes and drawing and maintaining data integrity is also necessary.

Education: A Master's degree in Business, Engineering or Computer Science is required. A Bachelor's degree, with significant experience, may be used in lieu of a Master's.

BUSINESS PROCESS REENGINEERING SPECIALIST

Experience: The Business Process Reengineering Specialist position requires five years of experience in improving business methodology and experience using tools to evaluate and identify the best business practices, in addition to working as a part of team to meet those goals.

Responsibility: The position requires applying modern business methods to reengineer and process improvements to conduct process modernization projects within systems.

Education: Bachelor's degree in Computer Systems, Software Engineering, or a related field.

BUSINESS PROCESS REENGINEERING SPECIALIST SENIOR

Experience: The Senior Business Process Reengineering Specialist position requires nine years of experience in improving business methodology and experience using tools to evaluate and identify the best business practices, in addition to working as a part of team to meet those goals.

Responsibility: The position requires applying modern business methods to reengineer and process improvements to conduct process modernization projects within systems.

Education: Bachelor's degree in Computer Systems, Software Engineering, or a related field.

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CHIEF ENGINEER

Experience: The Chief Engineer position requires six years of experience in software engineering, technology, operations, management, and/or mission-critical systems.

Responsibility: The position requires project development from inception to deployment using a variety of technologies to meet client needs and expectations. Position provides highly technical support to the software or systems development process to include systems analysis, design, implementation, testing, documentation and maintenance of computer information technology applications.

Education: Master's degree in Engineering, Computer Science or a related field. A Bachelor's degree, with significant experience, may be used in lieu of a Master's.

COMMUNICATIONS SPECIALIST

Experience: The Communications Specialist position requires a minimum of three years of experience. Experience with writing and editing in a variety of mediums, in addition a background in corporate communications or public relations is necessary.

Responsibility: The position requires specialist organize all forms of communication for business, including client correspondence and networking for potential business partnerships. Specialist will produce and edit a variety of documentation and be able to research for document support material.

Education: Bachelor's degree in English, journalism, communications or a related field.

CURRICULUM DEVELOPER

Experience: Five years of experience with concentrated experience with education principles developing curricula in specialized area, teaching courses for specific field skill set and serving as a subject matter expert that field.

Responsibility: The position requires providing specialized course instruction, generation of audience appropriate lesson plans and curricula, and conducting research to develop and revise specialized traditional and eLearning courses are up to date with the latest industry standards.

Education: Bachelor's degree in training or related field.

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DATA ARCHITECT

Experience: The Data Architect position requires five years of experience, three of which must be specialized. Architect must have experience in designing databases with DBMS design.

Responsibility: The position requires architect develop databases using system tools and maintaining database longevity and the integrity of data. Architect will work as part of a project team, ensuring goals are made and met on each individual project.

Education: Bachelor's degree in Computer Science, Engineering, Computer Programming or a related field

DATA ARCHITECT SENIOR

Experience: The Senior Data Architect position requires eight years of experience, eight of which must be specialized. Senior architect must have significant experience in designing and maintaining databases with DBMS design. Prior management experience is also necessary.

Responsibility: The position requires senior architect develop databases using system tools and ensuring database longevity and the integrity of data.

Education: Master's degree in Computer Science, Engineering, Computer Programming or a related field. A Bachelor's degree, with significant experience, can be used in lieu of a Master's.

DATABASE ADMINISTRATOR DBA

Experience: The Database Administrator position requires five years of experience, three of which must be specialized. Experience in software engineering in mission-critical systems is needed, in addition to ensuring databases run effectively.

Responsibility: The position requires organizing data within systems, evaluating databases, as well as working with a team to supply physical designs for new and existing databases.

Education: A Bachelor's degree in Computer Science, Engineering or a related field.

DATABASE ADMINISTRATOR DBA SENIOR

Experience: The Database Administrator position requires eight years of experience, six of which must be specialized. Experience in software engineering and managing operations for mission-critical systems is needed, in addition to ensuring databases run effectively.

Responsibility: The position requires providing expertise in organizing data within systems, continually assessing and evaluating databases, as well as all supplying all logical and physical designs of new and existing databases and administering them. Senior will also manage a team of administrators.

Education: A Master's degree in Computer Science, Engineering or a related field. A Bachelor's degree, with significant experience, may be used in lieu of a Master's.

MARKETING SPECIALIST

Experience: Two or more years of experience in the functional area along with appropriate technical experience in similar projects.

Responsibility: Leads and implements media relations initiatives. Builds long-term relationships with media outlets and writes and distributes information pieces and responses to queries. Organizes editorial boards, press conferences, and media trainings. Meets with client on daily basis to relay progress and establish priorities. Meets regularly with government program manager to discuss performance, propose initiatives, and establish priorities. Applies expertise in writing/editing to create and implement procedures for ensuring communications clearly relay client key messages and adhere to identified requirements.

Education: Undergraduate degree in Marketing, Communications, Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline and 3 years' experience.

METRICS ANALYST

Experience: Requires five years of experience, three of which must be specialized. Analyst should have experience in the full software development cycle from requirements to design to development to testing and documentation.

Responsibility: The position requires designing and maintaining use cases and plans and developing testing processes and approaches according to industry standards. The

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analyst will document test procedures and findings and reconcile these results among different groups. Position also requires working with a team of analysts, as well the technical support staff and application developers, to identify, monitor, report on performance results and triage technical issues.

Education: Bachelor's degree in Business, Computer Science, Software Engineering or a related field.

PROGRAM MANAGER

Experience: At least 8 years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems. Must be capable of leading projects that involve the successful management of teams composed of data processing and other information management professionals who have been

involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems.

Responsibility: Under general direction, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Oversees fiscal, operational, administrative, and human resources management of the program; serves as principal point of representation and liaison with external constituencies and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise. May perform other duties as assigned.

Education: Bachelor's Degree or equivalent training and/or experience.

PROGRAM MANAGER SENIOR

Experience: Bachelor's Degree or equivalent and 12 years of general experience. Directs the performance of a variety of related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc.

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Responsibility: Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point-of-contact with client regarding program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development, and delivery. Maintains the development and execution of business opportunities based on broad, general guidance. Confers with project manager to provide technical advice and to assist with problem resolution. Responsible for marketing new technology and follow-on business acquisitions. May perform other duties as assigned.

Education: Bachelor's Degree or equivalent and 10 years of general experience.

PROJECT MANAGER

Experience: Bachelor's Degree or equivalent and 10 years of general experience in managing IT projects. Directs the performance of a variety of related projects, which may be organized by technology, program, or client. Oversees the technology development and application, marketing, and resource allocation within the program client base. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc.

Responsibility: Responsible for the effective management of funds and personnel, and the success of the overall, day-to-day management of individual tasks. Leads project teams and monitors the progress of defined milestones, resolving discrepancies to ensure compliance with quality standards and contract order requirements, and ensures schedules are completed within the estimated timeframe. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point-of-contact with client regarding program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Demonstrates the ability to lead a variety of projects and effectively employs the full project management lifecycle. Has experience in traditional project management lifecycle, as well as improvement, testing, design, and development. Maintains the development and execution of business opportunities based on broad, general guidance. Confers with project manager to provide technical advice and to assist with problem resolution. Responsible for marketing new technology and follow-on business acquisitions. May perform other duties as assigned.

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Education: Bachelor's Degree or equivalent training and 10 years of general experience. Six years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, eight years of general experience is acceptable.

SUBJECT MATTER EXPERT

Experience: Bachelor's Degree or equivalent or 6 years of general experience.

Responsibility: Expert in single or multiple business process or technical disciplines. Provides Expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific technical area. Supervises broad team of systems engineers. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned

Education: 6 years of general experience is considered equivalent to a Bachelor's Degree.

SYSTEMS ANALYST

Experience: Over five years of experience, which applies to data analysis, computer programming, and/or systems requirements. Requires competence in all phases of systems analysis techniques and methods.

Responsibility: Analyzes business procedures and problems to understand data and automation needed to support those processes. Guide users in formulating requirements, advise alternative approaches, and conducts evaluation studies. Develops and writes technical reports, findings, and recommendations related to the above.

Education: Undergraduate degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline and 5 years' experience. Acceptable substitute would be 10 years' experience in directly related field.

SYSTEMS ANALYST SENIOR

Experience: Over nine years of experience, which applies to data analysis, computer programming, and/or systems requirements. Requires competence in all phases of systems analysis techniques and methods.

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Responsibility: Analyzes business procedures and problems to understand data and automation needed to support those processes. Guide users in formulating requirements, advise alternative approaches, and conducts evaluation studies. Develops and writes technical reports, findings, and recommendations related to the above.

Education: Undergraduate degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline and 5 years' experience. Acceptable substitute would be 10 years' experience in directly related field.

TRAINING SPECIALIST

Experience: Bachelor's Degree or equivalent and 3 years of general experience

Responsibility: Design of modularized curriculum suitable for audience and prepares appropriate training catalogs. Designs instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, eLearning workshops and seminars.

Education: Six years of general experience is considered equivalent to a Bachelor's Degree.

When the terms are considered industry standards relevant experience may be substituted for educational requirements, and vice versa, as follows:

Education or Certification	Experience Equivalence
Associates Degree	2 years relevant experience
Trade/Vocational School or Technical Training or Military Training in relevant field	3 years relevant experience
Bachelors Degree	4 years relevant experience
Professional or Industry Standard Technical Certification in a relevant field	5 years relevant experience
Professional License	7 years relevant experience
Masters Degree	5 years relevant experience
Doctorate Degree	6 years relevant experience

KFG will consider an applicant that is more qualified in terms of years of experience, and in exchange, adjust the educational requirement for the position.

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2. MAXIMUM ORDER*:

\$500,000

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the 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 contactor 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:

\$100.00

4. GEOGRAPHIC COVERAGE:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and all Government installations and/or agencies abroad.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: Prices are listed as GSA Net, Discounts Deducted and IFF included.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: None

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

KFG accepts Government Purchase Cards at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

KFG accepts Government Purchase Cards above the micro-purchase threshold.

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10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY:

SIN	DELIVERY TIME (Days ARO)
54151S	KFG will adhere to the delivery schedule stipulated in each delivery order and/or delivery amendment.

11b. EXPEDITED DELIVERY:
As negotiated between KFG and Ordering Activity.

11c. OVERNIGHT AND 2-DAY DELIVERY:
As negotiated between KFG and Ordering Activity.

11d. URGENT REQUIRMENTS:
Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: Same as Contractor Address

Knowledge Facilitation Group, LLC
1750 Tysons Blvd Suite 1500
McLean, VA 22102

13b. ORDERING PROCEDURES:
Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS: Same as Contractor Address

Knowledge Facilitation Group, LLC
1750 Tysons Blvd Suite 1500
McLean, VA 22102

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15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
KFG accepts Government Purchase Cards above 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):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):**
The EIT Standards can be found at www.section508.gov/
Services found at www.kfgisit.com
25. **DUNS NUMBER:** 831000653
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**
KFG has an Active Registration in the SAM database.

Terms and Conditions applicable to Information Technology Services

1. Scope.
 - a. The prices, terms and conditions stated under special item number 54151S (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 ordering activity location, as agreed to by the contractor and the ordering activity.
2. Performance Incentives.
 - a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
 - b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
 - c. 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 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.

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- 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

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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) 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) 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 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/EC Services.
9. Independent Contractor.
All IT 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

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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. 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.

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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.