



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

**General Purpose Commercial Information
Technology Equipment, Software and Services**



***"SHARP MINDED PROFESSIONALS
DELIVERING POWERFUL IT SOLUTIONS"***

CONTRACT NUMBER: GS-35F-0388V
MODIFICATION #: PO-0002, Effective April 23 2014
SPECIAL ITEN NUMBER: SIN 132-51, Information Technology Professional Services
CONTRACT PERIOD: April 23, 2009 – April 22, 2019
BUSINESS SIZE: Small Business, Women-Owned

SHARPMinds^{LLC}

SharpMinds, LLC

211 North Union Street, Suite 100 Alexandria, VA 22314

Phone: (703) 960-0110 Fax: 877-755-4909

www.sharpmindsinc.com

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. 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 micropurchase 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!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain 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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

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

SIN 132-51: See pages 13 – 18 for labor category descriptions and page 19 for pricing.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

Prices shown in pricelist are net. See pages 13 – 18 for labor category descriptions and page 19 for pricing for lowest unit prices per SIN.

1c. Labor Category Descriptions

See pages 13 - 18 for labor category descriptions.

2. Maximum order.

SIN 132-51: \$500,000

3. Minimum order.

SIN 132-51: \$100.00

4. Geographic coverage (delivery area).

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.

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.

5. Point(s) of production.

Alexandria, VA

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

Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity discounts: None**8. Prompt payment terms:** None**9a. Government purchase cards are accepted at or below the micro-purchase threshold.****9b. Government purchase cards are accepted above the micro-purchase threshold.****10. Foreign items.** Not applicable.**11a. Time of delivery.**

To be negotiated per each delivery order.

11b. Expedited Delivery.

Contact SharpMinds, LLC for expedited delivery.

11c. Overnight and 2-day delivery.

Contact SharpMinds, LLC for overnight and two-day delivery.

11d. 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.

Contact SharpMinds, LLC for urgent requirements.

12. F.O.B Points: Destination

13a. Ordering address.

SharpMinds, LLC
1904 Belle Haven Road, Suite 200
Alexandria, VA 22307
Phone: (703) 960-0110
Fax: 877-755-4909
email: kbuczek@sharpmindsinc.com

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

SharpMinds, LLC**POC: Kristin Buczek, President****Lauren Binn, Director**

1904 Belle Haven Road, Suite 200
Alexandria, VA 22307
Phone: (703) 960-0110
Fax: 877-755-4909
email: kbuczek@sharpmindsinc.com or lbinn@sharpmindsinc.com

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.

SharpMinds, LLC
1904 Belle Haven Road, Suite 200
Alexandria, VA 22307
Phone: (703) 960-0110
Fax: 877-755-4909
email: kbuczek@sharpmindsinc.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 be accepted for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

15. Warranty provision: Not applicable.

- 16. Export packing charges:** Not applicable.
- 17. Terms and conditions of Government purchase card acceptance.**
Any thresholds above the micro-purchase level.
- 18. Terms and conditions of rental, maintenance, and repair:** Not applicable.
- 19. Terms and conditions of installation:** Not applicable.
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable.
- 20a. Terms and conditions for any other services:** Not applicable.
- 21. List of service and distribution points:** Not applicable.
- 22. List of participating dealers.** Not applicable.
- 23. Preventive maintenance.** Not applicable.
- 24a. Special attributes such as environmental attributes.** Not applicable.
- 24b. Section 508.** Not applicable.
- 25. Data Universal Number System (DUNS) number:** 07-689-1170
- 26. Notification regarding registration in Central Contractor Registration (CCR) database.**
SharpMinds, LLC is registered in the Central Contractor Registration (CCR) Database.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST**a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest

that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

LABOR CATEGORY DESCRIPTIONS
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
SPECIAL ITEM NUMBER 132-51**Program Manager II**

Minimum/General Experience: Fifteen (15) years of experience in the following principal areas: Strategy, Project Management, Information Systems, Process Redesign, Reengineering, Solution Design, Solution Integration/Development, Commercial Off the Shelf (COTS) Software Implementation, and Change Management. The Program Manager has extensive experience planning and managing large-scale or complex programs and have demonstrated the ability to set and maintain overall direction for a program; to control overall scope, budget and schedule for complex, multi-project programs; and the ability to communicate with executive management to ensure that critical program related issues are addressed.

Functional Responsibility: A Program Manager has overall responsibility for contract performance to include client engagement, solution delivery, scope and financial management of /or customer relationship management processes. Program Managers provide thought leadership to engagement teams and collaboratively work with those teams to deliver leading edge solutions for their clients. They provide overall direction to the program, works directly with the project/task managers on each project within the program to ensure that the program is executed on schedule and within budget. The Program Manager also provides expert functional and management guidance in such IT and Business areas as Core Enterprise Applications, Enterprise Resource Planning (ERP), Enterprise Application Integration (EAI), Customer Relationship Management (CRM), IT Strategic Planning, Systems Analysis and Business Process Reengineering to the project.

Minimum Education: Masters Degree or Bachelor's Degree

Program Manager II

Minimum/General Experience: Twelve (12) years of experience in the following principal areas: Strategy, Project Management, Information Systems, Process Redesign, Reengineering, Solution Design, Solution Integration/Development, Commercial Off the Shelf (COTS) Software Implementation, and Change Management. The Program Manager has extensive experience planning and managing large-scale or complex programs and have demonstrated the ability to set and maintain overall direction for a program; to control overall scope, budget and schedule for complex, multi-project programs; and the ability to communicate with executive management to ensure that critical program related issues are addressed.

Functional Responsibility: A Program Manager has overall responsibility for contract performance to include client engagement, solution delivery, scope and financial management of /or customer relationship management processes. Program Managers provide thought leadership to engagement teams and collaboratively work with those teams to deliver leading edge solutions for their clients. They provide overall direction to the program, works directly with the project/task managers on each project within the program to ensure that the program is executed on schedule and within budget. The Program Manager also provides expert functional and

management guidance in such IT and Business areas as Core Enterprise Applications, Enterprise Resource Planning (ERP), Enterprise Application Integration (EAI), Customer Relationship Management (CRM), IT Strategic Planning, Systems Analysis and Business Process Reengineering to the project.

Minimum Education: Bachelor's Degree

Project Manager II

Minimum/General Experience: Ten (10) years of experience focused in managing and consulting for organizations using Information Technologies that include information systems, change management efforts, business process redesign and/or customer relationship management operations. Must also extensive experience planning and managing large-scale and complex projects and have the demonstrated ability to manage projects teams and consultants to achieve the desired results on schedule and within budget.

Functional Responsibility: The Project Manager is responsible for providing project leadership, development and management of implementation plans, and directing systems integration efforts in such areas as Core Enterprise Applications, Enterprise Resource Planning (ERP), Enterprise Application Integration (EAI), Customer Relationship Management (CRM), IT Strategic Planning, Systems Analysis and Business Process Reengineering. The Project Manager is responsible for developing the overall project work plan and monitors the execution of the project against the work plan. They provide technical and functional guidance to the project team, monitors the progress of tasks and deliverables, tracks and reports project status to clients and ensures that all critical project issues are addressed.

Minimum Education: Bachelor's Degree

Project Manager I

Minimum/General Experience: Eight (8) years of experience focused in managing and consulting for organizations using Information Technologies that include information systems, change management efforts, business process redesign and/or customer relationship management operations. Must also extensive experience planning and managing large-scale and complex projects and have the demonstrated ability to manage projects teams and consultants to achieve the desired results on schedule and within budget.

Functional Responsibility: The Project Manager is responsible for providing project leadership, development and management of implementation plans, and directing systems integration efforts in such areas as Core Enterprise Applications, Enterprise Resource Planning (ERP), Enterprise Application Integration (EAI), Customer Relationship Management (CRM), IT Strategic Planning, Systems Analysis and Business Process Reengineering. The Project Manager is responsible fro developing the overall project work plan and monitors the execution of the project against the work plan. They provide technical and functional guidance to the project team, monitors the progress of tasks and deliverables, tracks and reports project status to clients and ensures that all critical project issues are addressed.

Minimum Education: Bachelor's Degree

Solution Architect

Minimum/General Experience: Twelve (12) years of experience with related IT projects and the planning and deployment of enterprise wide architecture solutions. Demonstrated ability to develop architectures to help organizations align their business processes, people, and technologies with their business strategies.

Functional Responsibility: Responsible for providing enterprise architecture plans and leadership for the Solution Delivery component of a COTS implementation project. Analyze current business and IT strategies, design a business architecture to support the organizations vision, and develop transition plans for designing and deploying an enterprise application and technology architecture that will achieve client goals and identified standards.

Minimum Education: Maters Degree or Bachelors Degree

Subject Matter Expert II, I

Minimum/General Experience. The continual evolution of new technologies and specialized skills minimize the emphasis placed upon the relevant experience the person may possess.

Functional Responsibility: Provides technical and managerial expert consultative support to a functional are of the project. Provide extremely high-level functional system development or analysis. Position incorporates the design, integration, documentation, implementation and analysis on complex problems requiring knowledge of the technical subject matter. Makes recommendations and advises on organizational-wide systems improvements, optimization or maintenance efforts for a technical functional area which may include: Core Enterprise Applications, Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Enterprise Application Integration (EAI), Enterprise Architecture & Security, Business Intelligence (BI), Customer Relationship Management (CRM), Web Services Development, Distributed Systems Development, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Reengineering.

Minimum Education: Specific skills and education that pertain to specialized requirements of the project.

Business System Integration & Solution Consultant III

Minimum/General Experience: Nine (9) years business experience in information systems implementation, change management or business process design.

Functional Responsibility: Business System Integration and Solution Consultant support the Solution and Business Architect in the delivery of COTS centric business solutions by applying their broad management skills and specialized functional expertise in delivery industry leading solutions to clients. Solution Consultants provide subject matter expertise to clients in areas such as process or business process design, COTS software configuration, integration, testing, and delivery. The Solution Consultant is qualified to perform tasks such as:

1. Managing the work activities of project teams

2. Conceptual design of business architecture in order to develop technical requirements
3. Design and implementation of change management
4. Design, development and delivery of Training curriculum
5. Serve as principal COTS Implementation resource with activities ranging from managing work teams to performing configuration and integration activities.

Minimum Education: Bachelors Degree

Business System Integration & Solution Consultant II

Minimum/General Experience: Six (6) years business experience in information systems implementation, change management or business process design.

Functional Responsibility: Business System Integration and Solution Consultant II apply their strong analytical and technical skills to assist in implementing business solutions. Business System Integration & Solution Consultants II are directed to exercise core skills on projects, or they may direct small teams. They perform such tasks as:

1. Document an organization's current business process flows.
2. Lead clients through reengineering and transforming business processes.
3. Design, code and test functional components of information systems according to project specifications.
4. Identify and document functional requirements for information systems.
5. Develop project documentation and user training materials according to program specifications.
6. Conduct user training sessions.
7. Produce database extracts.
8. Provide technical support to software development teams.
9. Perform program management support tasks to include status reporting and work plan maintenance and executing project budgets.

Minimum Education: Bachelors Degree

Business System Integration & Solution Consultant I

Minimum/General Experience: Three (3) to Five (5) years business experience in information systems implementation, change management or business process design.

Functional Responsibility: Business System Integration and Solution Consultant I apply their strong analytical and technical skills to assist in implementing business solutions. Business System Integration & Solution Consultants I are directed to exercise core skills on projects, or they may direct small teams. They perform such tasks as:

1. Document an organization's current business process flows.
2. Design and implement new organization structures.
3. Design, code and test functional components of information systems according to project specifications.
4. Identify and document functional requirements for information systems.

5. Develop project documentation and user training materials according to program specifications.
6. Conceptual design and development of training curricula.
7. Produce database extracts.
8. Provide technical support to software development teams.
9. Perform program management support tasks to include status reporting and work plan maintenance and executing project budgets.

Minimum Education: Bachelors Degree

Implementation Specialist III, II, I

General Experience. Implementation Specialist III possess at least 7 years, Implementation Specialist II possess at least 5 and Implementation Specialist I possess at least 3 years of experience in information systems implementation, change management efforts or business process redesign, including at least 6 months experience in premium technologies. Experience is in one or more of the following areas: Core Enterprise Applications, Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Enterprise Application Integration (EAI), Enterprise Architecture & Security, Business Intelligence (BI), Customer Relationship Management (CRM), Web Services Development, Distributed Systems Development, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Reengineering.

Functional Responsibility. System Implementation Specialists possess special skills in premium technologies, such as packaged enterprise software tools (e.g., Baan, SAP, PeopleSoft, Oracle, Manugistics, i2) and other premium market-driven technologies. A Systems Implementation Specialist is qualified to perform tasks such as:

Develop functional and technical information system designs.

Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula

Lead business process redesign teams in the development of new business process architectures.

Design training programs for information systems users

Participate in quality reviews to ensure work complies with specified standards

Develop teamwork plans

Perform workflow analyses

Design and manage databases

Define information systems requirements

Assist in project budget preparation.

Minimum Education: Bachelor's Degree

Programmer II, I

General Experience. Programmer II possess at least 5 years of experience and Programmer I possess at least 3 years of experience in the use of systems development methodology. Programmers have demonstrated the ability to successfully turn requirements specification packages into unit-tested code. Programmers are specialized in developing code related to the following areas: Core Enterprise Applications, Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Enterprise Application Integration (EAI), Enterprise Architecture & Security, Business Intelligence (BI), Customer Relationship Management (CRM), Web Services Development, Distributed Systems Development, Intranet, E-Commerce, Client-Server Development, Database Design and Development.

Functional Responsibility. Under the direction of systems analysts and team leaders, our Programmers analyze functional and technical requirements, prepare systems designs and specifications, and perform systems development, testing, conversion, and production support tasks. They also develop required systems and operation documentation.

Minimum Education: Bachelor's Degree

Analyst II, I

Minimum/General Experience:

Analyst II: Possesses three (4) or more years of experience in information systems implementations, business process redesign, or data analysis.

Analyst I: Possesses one (1) or more years of experience in information systems implementations, business process redesign, or data analysis.

Functional Responsibility: The analyst uses core analytical and technical skills to assist teams in implementing new information technologies and/or COTS Solutions. The Analyst performs tasks such as: project management support, technical support to implementation teams, analyze business processes and information systems to provide recommendations for improvement. The analyst also assists with defining requirements and designing new processes and systems to enable the implementation of requirements. They may also assist with COTS solution configuration, integration, testing and deployment activities

Minimum Education: Bachelors Degree

Administrative Assistant

General Experience/Functional Responsibility: Provides executive administrative-type support to business and management-level personnel. Progressive experience in office automation tools as well as participating on projects. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing.

Minimum Education/Experience: High School Diploma with experience working in a professional office environment.

LABOR RATES
SPECIAL ITEM NUMBER 132-52
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

SharpMinds - Hourly Rates						
Labor Category	4/23/2013 - 4/22/2014	Option 1- Year 1 4/23/2014 - 4/22/2015	Option 1 - Year 2 4/23/2015 - 4/22/2016	Option 1 - Year 3 4/23/2016 - 4/22/2017	Option 1 - Year 4 4/23/2017 - 4/22/2018	Option 1 - Year 5 4/23/2018 - 4/22/2019
Management						
Sr. Program Manager I	\$392.45	\$406.19	\$420.40	\$435.12	\$450.35	\$466.11
Program Manager I	\$351.14	\$363.43	\$376.15	\$389.32	\$402.94	\$417.04
Sr. Project Manager I	\$275.41	\$285.05	\$295.03	\$305.35	\$316.04	\$327.10
Project Manager I	\$211.14	\$218.53	\$226.18	\$234.09	\$242.29	\$250.77
Solutions and Integration						
Solution Architect	\$252.46	\$261.30	\$270.44	\$279.91	\$289.70	\$299.84
Subject Matter Expert II	\$240.98	\$249.41	\$258.14	\$267.18	\$276.53	\$286.21
Subject Matter Expert I	\$206.55	\$213.78	\$221.26	\$229.01	\$237.02	\$245.32
Business System Integration and Solution Consultant III	\$275.41	\$285.05	\$295.03	\$305.35	\$316.04	\$327.10
Business System Integration and Solution Consultant II	\$229.50	\$237.53	\$245.85	\$254.45	\$263.36	\$272.57
Business System Integration and Solution Consultant I	\$183.60	\$190.03	\$196.68	\$203.56	\$210.69	\$218.06
Implementation and Programming						
Implementation Specialist III	\$195.08	\$201.91	\$208.97	\$216.29	\$223.86	\$231.69
Implementation Specialist II	\$177.87	\$184.10	\$190.54	\$197.21	\$204.11	\$211.25
Implementation Specialist I	\$147.46	\$152.62	\$157.96	\$163.49	\$169.21	\$175.14
Programmer II	\$158.36	\$163.90	\$169.64	\$175.58	\$181.72	\$188.08
Programmer I	\$126.23	\$130.65	\$135.22	\$139.95	\$144.85	\$149.92
Analyst						
Analyst II	\$147.46	\$152.62	\$157.96	\$163.49	\$169.21	\$175.14
Analyst I	\$109.01	\$112.83	\$116.77	\$120.86	\$125.09	\$129.47
Administrative						
Administrative Assistant	\$81.93	\$84.80	\$87.77	\$90.84	\$94.02	\$97.31

**USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS****PREAMBLE**

SharpMinds provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: Kristin Buczek, Phone: (703) 518-8101, Fax: (703) 518-8105, email: kbuczek@sharpmindsinc.com

BEST VALUE BLANKET PURCHASE AGREEMENT SUGGESTED FORMAT

**BEST VALUE BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
--------------------------	-----------------------------

_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
-------------	----------------------------

_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
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_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.

