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

MULTIPLE AWARD SCHEDULE
INFORMATION TECHNOLOGY CATEGORY
FSC/PSC D399

CONTRACT NUMBER:  GS-35F-0432T

CONTRACT PERIOD:  June 1, 2022 through May 31, 2027

PRICELIST CURRENT THROUGH:  Modification A826 dated Dec 03, 2020

For more information on ordering from Federal Supply Schedules click on FSS Schedules at GSA.gov

CONTRACTOR:  Accessible Systems, Inc.
3011 Grotto Walk
Ellicott City MD 21042
Tel:  410-905-0028
www.accessible-systems.com

CONTRACTOR’S POINT OF CONTACT FOR CONTRACT ADMINISTRATION:

Terri Youngblood Savage
Accessible Systems, Inc.
3011 Grotto Walk
Ellicott City MD 21042
Tel:  410-905-0028
Email:  terri@accessible-systems.com

BUSINESS SIZE:  Woman-Owned Small Business

CUSTOMER INFORMATION:

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

SIN 54151S  Information Technology Professional Services
SIN 611420  Information Technology Training

1b.  LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

Please refer to Section 27, below, for Labor Category Descriptions
1c. **HOURLY RATES**: See Section 28, below.

2. **MAXIMUM ORDER**: See NOTE TO ORDERING ACTIVITIES (below)
   
   SIN 54151S $500,000  
   SIN 611420 $250,000

3. **MINIMUM ORDER**: $100

4. **GEOGRAPHIC COVERAGE**: Domestic

5. **POINT(S) OF PRODUCTION**: Ellicott City, Maryland, USA

6. **DISCOUNT FROM COMMERCIAL LIST PRICE**:
   
   The GSA Net Prices published on the GSA Advantage website reflect the fully burdened price. The negotiated discount has been applied and the Industrial Funding Fee has been added.

7. **QUANTITY DISCOUNT**: 3% for single task orders over $100,000

8. **PROMPT PAYMENT TERMS**: Net 30 Days

9. **FOREIGN ITEMS**: None

10a. **TIME OF DELIVERY**:
   
   Negotiated at the Task Order Level with the Ordering Activity.

10b. **EXPEDITED DELIVERY**:
   
   Please contact the Contractor for availability and rates.

10c. **OVERNIGHT AND 2-DAY DELIVERY**:
   
   Please contact the Contractor for availability and rates.

10d. **URGENT REQUIREMENTS**:
   
   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.

11. **FOB POINT**: Destination

12a. **ORDERING ADDRESS**: Accessible Systems, Inc.  
    3011 Grotto Walk  
    Ellicott City MD 21042
12b. **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).

13. **PAYMENT ADDRESS:** Accessible Systems, Inc.
3011 Grotto Walk
Ellicott City MD 21042

14. **WARRANTY PROVISION:** Best Effort

15. **EXPORT PACKING CHARGES:** Not Applicable

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** Not applicable

17. **TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable

18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):**

Not Applicable

18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:**

Not Applicable

19. **LIST OF SERVICE AND DISTRIBUTION POINTS:** Not Applicable

20. **LIST OF PARTICIPATING DEALERS:** None

21. **PREVENTIVE MAINTENANCE:** None

22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):**

None

22b. **SECTION 508 COMPLIANCE FOR ELECTRONIC and INFORMATION TECHNOLOGY:**

Not Applicable

23. **DUNS NUMBER:** 126508535
24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**

Contractor has an Active Registration in the SAM database.

**LABOR CATEGORY DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum/General Experience and Years of Experience</th>
<th>Functional Responsibility</th>
<th>Educational Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Minimum of 10 years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and three employees.</td>
<td>Managing all facets of the project. Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.</td>
<td>Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>5 or more years of specific technical experience. In depth knowledge of the accessibility related topics with hands on experience. Wide ranging subject matter expertise with varied applications of the subject. Familiar with both operational and management practices. Familiar with assistive technology and/or software and web application testing, management information systems or technology related use of resources including personnel and materials.</td>
<td>Supports programs and offers advice and counsel to organizations regarding subject matter. Provides guidance to organizations on the development of policies, procedures, testing methodologies, risk management, training requirements, etc.</td>
<td>Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience. Additional technical training in the area of specialization is required.</td>
</tr>
<tr>
<td>Expert Accessibility Tester</td>
<td>4 years of specific technical experience applied to Section 508, Section 504 or W3C. Requires expert testing</td>
<td>Provides accessibility testing services including verification of compliance with varying criteria including, Section 508, software</td>
<td>Bachelor's Degree in a technical field or three years experience is required.</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Minimum/General Experience and Years of Experience</td>
<td>Functional Responsibility</td>
<td>Educational Requirements</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Senior Accessibility Engineer</td>
<td>5 years of technical expertise evaluating the needs of people with disabilities in the IT environment. Provides testing services for Section 508 and/or IT accessibility requirements.</td>
<td>Provides IT accommodation assessments, technical support and training on various assistive technology devices. Provides Sections 504 and accommodation services to persons with disabilities.</td>
<td>Bachelor's Degree in a technical field or five years experience is required.</td>
</tr>
<tr>
<td>Junior Accessibility Engineer</td>
<td>3 years of technical expertise evaluating the needs of people with disabilities in the IT environment. Provides testing services for Section 508 and/or IT accessibility requirements.</td>
<td>Provides IT accommodation assessments, technical support and training on various assistive technology devices. Provides Sections 504 and accommodation services to persons with disabilities.</td>
<td>Bachelor's Degree in a technical field or three years experience is required.</td>
</tr>
<tr>
<td>Training ½ Day</td>
<td>Instructors will have a minimum of 5 years’ experience in the required area.</td>
<td>Provides a ½ day of training to a min. of 3 students.</td>
<td>Bachelor's Degree required.</td>
</tr>
<tr>
<td>Training Full Day</td>
<td>Instructors will have a minimum of 5 years’ experience in the required area.</td>
<td>Provides a full day of training to a min. of 3 students.</td>
<td>Bachelor's Degree required.</td>
</tr>
<tr>
<td>Training ¼ Day</td>
<td>Instructors will have a minimum of 5 years’ experience in the required area.</td>
<td>Provides a ¼ day of training to a min. of 3 students.</td>
<td>Bachelor's Degree required.</td>
</tr>
</tbody>
</table>
28. **PRICING MATRIX**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA Rate including IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Project Manager</td>
<td>$137.84</td>
</tr>
<tr>
<td>54151S</td>
<td>Subject Matter Expert</td>
<td>$137.84</td>
</tr>
<tr>
<td>54151S</td>
<td>Expert Accessibility Tester</td>
<td>$126.33</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Accessibility Engineer</td>
<td>$101.26</td>
</tr>
<tr>
<td>54151S</td>
<td>Junior Accessibility Engineer</td>
<td>$99.76</td>
</tr>
<tr>
<td>611420</td>
<td>Training 1/4 Day</td>
<td>$1,292.55</td>
</tr>
<tr>
<td>611420</td>
<td>Training 1/2 Day</td>
<td>$2,505.89</td>
</tr>
<tr>
<td>611420</td>
<td>Training Full Day</td>
<td>$5,011.81</td>
</tr>
</tbody>
</table>

1. **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.

2. **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.

3. **INSPECTION OF SERVICES**


4. **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.

5. **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.

6. **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.

7. **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.

8. 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.

9. 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) (DEVIAITON 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) (DEVIAITON 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.

10. RESUMES

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

11. 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.

12. 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.

13. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S

a. IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

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

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor’s Degree in Computer Science