

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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: <http://GSAAdvantage.gov>.

MULTIPLE AWARD SCHEDULE

Special Item No. 54151S, Information Technology Professional Services

Special Item No. OLM, Order Level Materials

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

SIN OLM, ORDER LEVEL MATERIALS: Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Timeand- Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items." Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed- Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order- Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

The Maximum Order Threshold for the OLM SINs is \$100,000.

Contract Number: GS-35F-0458W

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

Contract Period: May 28, 2010 to May 27, 2025

(per Modification PO-0018, dated November 19, 2019 and effective May 28, 2020)

Dennis Millican & Associates, Inc. (d/b/a Millican & Associates, Inc.)

5850 Coral Ridge Dr, Ste 205, Coral Springs, FL 33076-3379

954-963-1771

millican@millican-assoc.com <http://www.millican-assoc.com>

Small Business

Pricelist current through Modification PS-A812, February 5, 2020

Table of Contents

Table of Contents2

Information Applicable to All Special Item Numbers.....3

Customer Information.....3

Additional Information4

Terms and Conditions, Special Item Number 54151S.....8

Descriptive Information, Professional Services (SIN 54151S).....10

Pricelist for Professional Services (SIN 54151S).....14

Suggested Blanket Purchase Agreement (BPA) format15

Contractor Team Arrangements.....17

Information 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!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ 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

1. a. Awarded Special Item Number: 54151S, Information Technology Professional Services and OLM, Order Level Materials
- b. Lowest Priced Model: See applicable pricelists.
- c. Labor Category Descriptions: See page 10, Descriptive Information, Professional Services (SIN 54151S)
2. Maximum order: \$500,000.00 (\$100,000.00 for SIN OLM, Order-Level Materials).
3. Minimum order: \$100.00.
4. Geographic coverage (delivery area): Domestic delivery only (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).
5. Point of production: Not applicable for services. For software see applicable pricelists.
6. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted. See applicable pricelists.
7. Quantity Discounts already are included in net pricing.
8. Prompt payment terms: Net 30 days from receipt of invoice or date of acceptance, whichever is later.
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Government purchase cards:
 - a. Accepted at or below the micro-purchase threshold.
 - b. Accepted above the micro-purchase threshold.
10. Foreign items: Not applicable.
11. Delivery:
 - a. Time of delivery (ARO): As specified on the individual order.
 - b. Expedited Delivery: Items available for expedited delivery are noted in the applicable pricelist.
 - c. Overnight and 2-day delivery: Not applicable.
 - d. 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.
12. F.O.B. point(s): F.O.B. for all items offered to the Federal Government is Destination.

13. Ordering and 14. Payment:
 - a. Ordering and Payment address:
Millican & Associates, Inc.
5850 Coral Ridge Dr, Ste 205
Coral Springs, FL 33076-3379
The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
954-963-1771 (voice) 954-962-7956 (fax)
 - b. Ordering procedures: Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
- FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- FAR 8.405-2 Ordering procedures for services requiring a statement of work.
15. Warranty provision: Product warranty terms and conditions are those set forth in contract clause 552.246-73.
16. Export packing charges: Not applicable
17. Terms and conditions of Government purchase card acceptance: None.
18. Terms and conditions of rental, maintenance, and repair: Not applicable.
19. Terms and conditions of installation, deinstallation, reinstallation: Not applicable.
20. Terms and conditions of repair parts: Not applicable.
 - a. Terms and conditions for any other services: Not applicable.
21. Service and distribution points: Not applicable.
22. Participating dealers: Not applicable.
23. Preventive maintenance: Not applicable.
24.
 - a. Special attributes: Not applicable.
 - b. Section 508 compliance information: Not applicable.
25. Data Universal Number System (DUNS) number: 052463114.
26. Dennis Millican & Associates, Inc. is registered in the Central Contractor Registration (CCR) database.

Additional Information

1. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

2. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 052463114
Block 30: Type of Contractor - B. Other Small Business
Block 31: Woman-Owned Small Business – No
Block 36: Contractor's Taxpayer Identification Number (TIN): 38-2374518

- a. CAGE Code: 1DXM7
- b. Contractor has registered with the Central Contractor Registration Database.

3. TRADE AGREEMENTS ACT OF 1979, as amended:

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

4. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards

(FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

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

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

5. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

6. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

7. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

8. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

9. BLANKET PURCHASE AGREEMENTS (BPAs)

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

10. CONTRACTOR TEAM ARRANGEMENTS

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

11. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

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

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

12. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

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

13. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

Terms and Conditions, Special Item Number 54151S

**Applicable to Information Technology (IT)
Professional Services (Special Item Number 54151S)**

1. SCOPE
 - a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Services within the scope of this 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
 - 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 in accordance with this clause.
 - b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
 - c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
3. ORDER
 - a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
 - b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.
4. PERFORMANCE OF SERVICES
 - a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
 - b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
 - c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
 - d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
 - (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or

- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

All IT 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 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.

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 SERVICES AND PRICING

Descriptive Information, Professional Services (SIN 54151S)

Subject/Program Expert 2

Minimum/General Experience: Twenty years of progressively responsible experience involving information & records management and related systems, with often unique specialization. Recognized as an industry or specialty expert especially in the use of information technology, telecommunications, or security systems, through exposure such as publications, research, teaching, and speeches.

Functional Responsibility: Expert consulting in highly specialized, leading edge solutions involving information technologies and methodologies. Provides highly technical specialized guidance with regard to automated solutions to complex information processing problems. Often called upon as one of a few nationally recognized specialists with unique knowledge and skills. Assumes major project planning and execution responsibility at enterprise level. Manages multiple enterprise level projects planning and execution such as long range strategic planning. Directs all aspects of the information management function. Determines and promulgates operating philosophy of

organization. Analyzes complex complete systems solutions according to user, enterprise, and industry trends. Recommends and implements ultimate solution to complex problems.

Minimum Education: Advanced degree in specialty area, information technology, computer science, engineering, economics, mathematics, or business, or bachelor's degree plus equivalent experience, or overall equivalent experience.

Subject/Program Expert 1

Minimum/General Experience: Sixteen years of progressively responsible experience involving information & records management and related systems, with often unique specialization. Recognized as an industry or specialty expert especially in the use of information technology, telecommunications, or security systems, through exposure such as publications, research, teaching, and speeches.

Functional Responsibility: Expert consulting in highly specialized, leading edge solutions involving information technologies and methodologies. Provides highly technical specialized guidance with regard to automated solutions to complex information processing problems. Often called upon as nationally recognized specialist with unique knowledge and skills. Assumes major project planning and execution responsibility at enterprise level. Manages multiple enterprise level projects planning and execution such as long range strategic planning. Directs all aspects of the information management function. Determines and promulgates operating philosophy of organization. Analyzes complex complete systems solutions according to user, enterprise, and industry trends. Recommends and implements ultimate solution to complex problems.

Minimum Education: Bachelor's degree in specialty area, information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

Managing Consultant 3

Minimum/General Experience: Ten years experience in information and records management or the business/technology directly relating to the assigned business segment. Five years of management experience, in a lead or manager role, with demonstrated ability to staff and lead/manage technically oriented projects and personnel. Experienced in directing large efforts as well as multiple concurrent smaller efforts.

Functional Responsibility: Serves as the overall manager for a contract and lead for complex technical projects. Authorized single point of responsibility and authority to coordinate all activities of the projects to meet deadlines and budgets and to resolve conflicting demands of users. Establishes costs and determines resource requirements. Responsible for the administrative, contractual, and financial aspects of projects. Oversees the quality assurance efforts of the contract and projects.

Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

Managing Consultant 2

Minimum/General Experience: Ten years experience in information and records management or the business/technology directly relating to the assigned business segment. Five years experience in a lead or management role, with demonstrated ability to staff and lead/manage technically oriented projects and personnel. Experienced with directing large efforts as well as multiple concurrent smaller efforts.

Functional Responsibility: Serves as the manager for complex technical projects. Authorized single point of responsibility and authority to coordinate all activities of the project to meet deadlines and budgets and to resolve conflicting demands of users. Establishes costs and determines resource requirements. Responsible for the administrative aspects of projects. Responsible for quality assurance efforts of the project.

Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

Managing Consultant 1

Minimum/General Experience: Eight years experience in information and records management or the business/technology directly relating to the assigned business segment. In-depth knowledge of records appraisal and legal research. Three years experience in a lead or management role, with demonstrated ability to staff and lead/manage records inventory and/or records retention schedule development projects and personnel.

Functional Responsibility: Serves as the manager for records inventory/records retention schedule projects. Authorized single point of responsibility and authority to coordinate all activities of the project to meet deadlines

and man-hour budgets and to resolve conflicting demands of users. Determines and manages resource requirements. Responsible for the administrative aspects of projects. Responsible for quality assurance efforts of the project. Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

Consultant 5

Minimum/General Experience: Ten years experience with policy/technical analysis, program planning, specialized technical support, and task management services. Experienced at research, assimilating information from a wide variety of sources, analyzing complex processes, developing alternatives, and providing solutions in information and records management.

Functional Responsibility: Defines requirements, applies analytical techniques, creates documentation supporting analysis, provides justification for priorities of alternative solutions, recommends solutions to match requirements and resources available, distills lessons learned from observation/analysis of processes. Leads teams of analysts working on complex, large scale issues requiring research, analysis, planning, documentation, and technical support. Proposes and/or develops methodologies for information and records management solutions.

Minimum Education: Advanced degree, or bachelor's degree in related subject area plus equivalent experience, or overall equivalent experience.

Consultant 3

Minimum/General Experience: Ten years experience with policy/technical analysis, program planning, specialized technical support, and task management services. Experienced at research, assimilating information from a wide variety of sources, analyzing complex processes, developing alternatives, and providing solutions in information and records management.

Functional Responsibility: Defines requirements, applies analytical techniques, creates documentation supporting analysis, provides justification for priorities of alternative solutions, recommends solutions to match requirements and resources available, distills lessons learned from observation/analysis of processes. Leads teams of analysts working on complex, large scale issues requiring research, analysis, planning, documentation, and technical support. Proposes and/or develops methodologies for information and records management solutions.

Minimum Education: Advanced degree in related subject area, or bachelor's degree plus equivalent experience, or overall equivalent experience.

Consultant 2

Minimum/General Experience: Seven years experience with policy/technical analysis, program planning, specialized technical support, and task management services. Experienced at research, assimilating information from a wide variety of sources, analyzing complex processes, developing alternatives, and providing solutions in information and records management. Advanced problem solving skills.

Functional Responsibility: Defines requirements, applies analytical techniques, creates documentation supporting analysis, provides justification for priorities of alternative solutions, recommends solutions to match requirements and resources available, distills lessons learned from observation/analysis of processes. Develops process improvements for information and records management programs. Works individually or as part of a team of analysts working on complex, large scale issues requiring research, analysis, planning, documentation, and technical support. Analyzes and recommends methodologies for information and records management solutions.

Minimum Education: Bachelor's degree or equivalent experience.

Consultant 1

Minimum/General Experience: Five years experience with policy/technical analysis, program planning, specialized technical support, and task management services. Experienced at research, assimilating information from a variety of sources, analyzing processes, developing alternatives, and providing solutions in information and records management. Demonstrated problem solving skills.

Functional Responsibility: Applies analytical techniques, creates documentation supporting analysis, provides justification for priorities of alternative solutions, recommends solutions to match requirements and resources available, distills lessons learned from observation/analysis of processes. Develops process improvements for information and records management programs. Works individually or as part of a team of analysts working on complex, large scale issues requiring research, analysis, planning, documentation, and technical support. Analyzes and recommends methodologies for information and records management solutions.

Minimum Education: Bachelor's degree or equivalent experience.

Systems Consultant 1

Minimum/General Experience: Five years experience in information and records management with particular expertise in database administration and control, as well as development and management of records management programs. Records program experience should include development and maintenance of uniform file structures, records retention schedule, and retrieval metadata. Working knowledge of the database engine used to support the assigned project.

Functional Responsibility: Provides administrative management of the electronic data of an organization's records management system. Establishes and/or maintains authorized user list, file structures, retention schedules, retrieval profiles, standard reports, records disposition, user training, and other related database administration functions. Coordinates activities with systems and telecommunications administrators to assure quality and continuity of the electronic aspects of the records management function.

Minimum Education: Bachelor's degree or equivalent experience.

Senior RIM Analyst

Minimum/General Experience: Six years experience in information and records management or the business/technology directly relating to the assigned business segment. In-depth knowledge of records appraisal and legal research. Demonstrated technical leadership in records inventory and/or records retention schedule development projects and personnel.

Functional Responsibility: Provides technical direction and analytical support to records inventory/records retention schedule projects. Performs records appraisal and legal research. Develops supporting procedures and conducts training of customer staff.

Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

RIM Analyst-Electronic

Minimum/General Experience: Two years experience in information and records management or the business/technology directly relating to the assigned business segment, with particular experience in design, development, or deployment of electronic document management or records systems.

Functional Responsibility: Supports projects through the conduct of interviews, physical inventory of documents, general data gathering and analysis as assigned, including process flows, user profiles, data mapping, and system setup requirements for electronic systems. Develops inventory data sheets, analysis data sheets, and document descriptions and metadata. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion.

Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

RIM Analyst 3

Minimum/General Experience: Four years experience in information and records management or the business/technology directly relating to the assigned business segment, with particular experience in records inventory and/or records retention schedule development projects.

Functional Responsibility: Supports records inventory/records retention schedule projects through the conduct of interviews, physical inventory of records, development of inventory data sheets, analysis data sheets, and development of record series descriptions. Performs basic legal research. Able to advise other staff in the conduct of project, often in a lead or quality control capacity. Manages associated data, generates reports, and performs other related duties as necessary to support project completion.

Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

RIM Analyst 2

Minimum/General Experience: Two years experience in information and records management or the business/technology directly relating to the assigned business segment, with particular experience in records inventory and/or records retention schedule development projects.

Functional Responsibility: Supports records inventory/records retention schedule projects through the conduct of interviews, physical inventory of records, development of inventory data sheets, analysis data sheets, and development of record series descriptions. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion.

Minimum Education: Bachelor’s degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

RIM Analyst 1

Minimum/General Experience: Entry level. Course work related to information and records management or the business/technology directly relating to the assigned business segment.

Functional Responsibility: Supports projects under the direction of senior staff, through the conduct of/participation in interviews, physical inventory of records, development of inventory data sheets, analysis data sheets, and development of record series descriptions. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion. Also assists with general data gathering and analysis as assigned, including process flows, user profiles, data mapping.

Minimum Education: Bachelor’s degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

Administrative Support

Minimum/General Experience: Two years experience providing general information and records management project support. Experienced with desktop publishing and office automation systems. Knowledgeable of project operations and relationship with support functions.

Functional Responsibility: Performs variety of professional support functions using organization's office automation systems. Able to advise other staff in the use of office automation systems and their function relevant to the project mission. Advises management and staff of relevant issues, policies, and procedures. Performs business and technical analyses as required. Generates reports on various technical and administrative issues and project documents.

Minimum Education: High school diploma or equivalent.

Pricelist for Professional Services (SIN 54151S)

<i>Labor Category</i>	<i>Hourly Rates (effective 05/29/2014)</i>
Administrative Support	\$35.10
Consultant 1	\$66.96
Consultant 2	\$82.05
Consultant 3	\$93.96
Consultant 5	\$130.30
Managing Consultant 1	\$97.67
Managing Consultant 2	\$116.93
Managing Consultant 3	\$140.63
RIM Analyst 1	\$40.33
RIM Analyst 2	\$46.58
RIM Analyst 3	\$50.27
RIM Analyst-Electronic	\$53.83
Senior RIM Analyst	\$62.97
Subject/Program Expert 1	\$149.94
Subject/Program Expert 2	\$178.53
Systems Consultant 1	\$76.71

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0458W, 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:

LABOR CATEGORY	*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
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via FAX or paper.

(8) 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.

(9) 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.

Contractor Team Arrangements

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 a 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 or 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 customers 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.