



CADENCE GROUP ASSOCIATES, INC.

GSA Schedule 70

Contract GS-35F-0482P

PRICE LIST

Information Technology Professional Services

Woman Owned Small Business (WOSB)

1095 Zonolite Rd. Suite 105, Atlanta, GA 30306

Tina Baker, President

(404) 874-0544

DUNS: 80-110-9984

Cage Code: 1D9B5



Authorized Federal Supply Schedule Price List

General Purpose Commercial Information Technology Services

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage![®], a menu-driven database system. The INTERNET address for GSA Advantage![®] is: GSAAdvantage.gov For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Schedule 70-Information Technology Schedule

SIN 132-51 – Information Technology (IT) Professional Services

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D308	Programming Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other IT Services, Not Elsewhere Classified

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

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

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



Contract Number: GS-35F-0482P
Contract Period: April 28, 2014 – April 27, 2019
Contractor: **CADENCE GROUP ASSOCIATES, INC.**
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Atlanta, GA 30306
(404)874-0544
Toll Free (888) 346-8125
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<http://www.cadence-group.com>

TIN: 58-2008730
Cage Code: 1D9B5

Business Size: Small, Woman-Owned Business

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

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.



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CORPORATE OVERVIEW

Cadence Group Associates, Inc. and its parent company, The Cadence Group, Inc., are private, woman-owned small businesses, founded by Tina Baker, that provide a broad range of information management and consulting services nationwide. The parent company operates in the private sector while the affiliate, Cadence Group Associates, Inc. (CGA), serves clients in federal government. With a focus on Information Technology, CGA has over 20 years of experience providing Information Management Services to its government clients and consistently receives excellent service ratings from them. The Headquarters office is in Atlanta, GA and CGA has maintained an office in Washington D.C. since 2004.

SERVICES PROVIDED

By combining web content management, records and information management, library science, knowledge management, user experience, and training and technology services, Cadence Group helps corporate and government clients easily obtain, manage, disseminate, and communicate information. With the help of our expertise, clients optimize information assets, maintain compliance, and acquire information.

Our staff has many years of experience in technology/information management and library services, and our executive team is comprised of experienced managers, systems architects, programmers, and library professionals who have the technical, library, business, and financial expertise required to manage information technology specialists and services within the federal contracting arena. CGA provides information and technology consulting professionals through its GSA contract.

CGA has been working with federal agencies since 1992. In that time, our clients have included multiple Health and Human Service agencies, the Air Force, the SEC, the Department of Justice, public health agencies and the EPA, just to name a few. A Woman Owned Small Business, Cadence Group has a proven track record of bringing highly qualified teams with the technical skills and mission knowledge necessary to deliver results. In addition to our Information Management services, we partner with other companies to work on our government projects, providing the expertise of multiple organizations at the cost of one. Although the bulk of our work has been with federal agencies, we have also worked with many agencies at the local and state level. Cadence Group Associates, Inc. is a GSA Schedule 70 contract holder, prime contractor for DOJ, CDC, FDIC, Federal Mine Safety & Health Review Commission, and US Air Force; and, teaming partner on several agency-wide vehicles, including: EPA-IMCS3, Navy SeaPort-e and NIH CIO-SP3.



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 micro-purchase 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.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. **GEOGRAPHIC SCOPE OF CONTRACT:**

The 48 contiguous states and District of Columbia.

2. **CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Cadence Group Associates, Inc.
1095 Zonolite Road, Suite 105
Atlanta, GA 30306

Cadence Group Associates, Inc. is required to accept credit cards for payments equal to or less than the micro-purchase for oral or written orders under this contract. Credit cards will not be acceptable for payment above the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Phone number: 404-874-0544

3. **LIABILITY FOR INJURY OR DAMAGE**

Cadence Group Associates, Inc. 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 Cadence Group Associates, Inc.



4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 80-110-9984
Block 30: Type of Contractor: B. Other Small Business
Block 31: Woman-Owned Small Business - YES
Block 36: Contractor's Taxpayer Identification Number (TIN): 58-2008730
a. CAGE Code: 1D9B5
b. Contractor has registered with the Central Contractor Registration Database, (now known as SAM).

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated with ordering Agency

b. 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.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment – none
- b. Quantity – none
- c. Dollar Volume - none
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other – none

8. 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.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: None

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.00

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SCHEDULE CONTRACTS



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.

1. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
2. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. 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.

13.1 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.

13.2 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.

14. CONTRACTOR TASKS/SPECIAL REQUIREMENTS:

(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. The Industrial Funding Fee does NOT apply to travel and per diem charges. NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.



(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 at time and a half of the labor rate).

15. 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)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.



Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. 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.

18. 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.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: None

20. 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).



21. 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.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: N/A

The EIT standard can be found at: www.Section508.gov/.

24. 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.



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

Following are the 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.
- d. The above procedures do not apply to Time and Material or labor hour orders.

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 Professional 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.

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



PRICE LIST

	4/27/13- 4/26/14	4/27/14- 4/26/15	4/27/15- 4/26/16	4/27/16- 4/26/17	4/27/17- 4/26/18	4/27/18 - 4/27/19
Systems/Information Consultant II	\$205.47	\$205.47	\$205.47	\$205.47	\$205.47	\$205.47
Systems/Information Consultant I	\$158.66	\$158.66	\$158.66	\$158.66	\$158.66	\$158.66
Systems/Information Architect	\$97.49	\$97.49	\$97.49	\$99.63	\$101.83	\$104.06
Information Manager	\$78.27	\$78.27	\$78.27	\$80.00	\$81.76	\$83.56
Sr. Librarian/Professional Info Specialist	\$71.71	\$71.71	\$71.71	\$71.71	\$71.71	\$71.71
Programmer Analyst	\$71.63	\$71.63	\$73.20	\$74.82	\$76.46	\$78.14
Web Designer	\$68.41	\$71.08	\$72.64	\$74.24	\$75.87	\$77.55
Web Content Mgr	\$60.20	\$62.56	\$63.94	\$65.35	\$66.79	\$68.26
Indexer/ Abstracter	\$57.55	\$57.55	\$58.82	\$60.11	\$61.43	\$62.78
General Indexer	\$42.13	\$42.13	\$42.13	\$43.06	\$44.01	\$44.97
Information Technician	\$30.34	\$30.34	\$30.34	\$31.00	\$31.69	\$32.38

LABOR CATEGORY DESCRIPTIONS

Job Title: Systems/Information Management Consultant II

Minimum Experience: Requires a minimum of ten (10) years experience in information services, systems, and/or software development (at least 2 -5 of which must have been in a leadership role). Experience in designing, implementing, and/or managing complex information management strategies/solutions. Demonstrates ability to analyze enterprise-wide information organization problems and propose effective solutions or demonstrates ability to analyze business needs and design system specifications for enterprise-wide information management solutions. Must have excellent written and oral communication skills. Must demonstrate the ability to work independently or under minimal direction. General experience includes increasing responsibilities in the design and mgmt of information solutions.

Functional Responsibility: Functional responsibilities may include but are not limited to: Performs enterprise-wide assessments and/or provides expert advice and recommendations in support of enterprise-wide information management strategies. Responsible for successful management of contracted information management services, including contract procedures and deliverables, planning and program development, analysis of problems, strategies, processes, and communication. Develops information access strategies and workflow for complex environments including electronic documents and messages, web content, paper records, archival material, and databases. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs systems analysis and design. Performs logical and physical database design. Performs other Technical duties as required. Performs Project Management responsibilities including assigning, scheduling, and reviewing work of subordinates. Provides supervisory and technical direction to programmer analysts, web designers, database designers, and information managers during project design, development, training, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget.



Minimum Education: Masters' degree in computer science, library or information science. Equivalent experience in place of degree is acceptable. Appropriate certifications from nationally recognized industry associations required.

Job Title: Systems/Information Management Consultant I

Minimum Experience: Requires a minimum of eight (8) years experience in information services, systems, and/or software development. Experience in designing, implementing, and/or managing of information solutions. Demonstrates ability to analyze complex information organization problems and propose effective solutions or demonstrates ability to analyze business needs and design system specifications for complex information management solutions. Must have excellent written and oral communication skills. Demonstrated ability to work independently or under minimal direction. General experience includes increasing responsibilities in the design and management of information solutions.

Functional Responsibility: Functional responsibilities may include but are not limited to: Performs assessments and/or provides expert advice and recommendations in support of information management strategies. Responsible for successful management of contracted information management services, including contract procedures and deliverables, planning and program development, analysis of problems, strategies, processes, and communication. Develops information access strategies and workflow for complex environments including electronic documents and messages, web content, paper records, archival material, and databases. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs systems analysis and design. Performs logical and physical database design. Performs other Technical duties as required. Performs Project Management responsibilities including assigning, scheduling, and reviewing work of subordinates. Provides supervisory and technical direction to programmer analysts, web designers, database designers, and information managers during project design, development, training, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget.

Minimum Education: Masters' degree in computer science, library or information science. Equivalent experience in place of degree is acceptable. Appropriate certifications from nationally recognized industry associations preferred.

Job Title: Systems/Information Architect

Minimum Experience: Requires a minimum of six (6) years experience in information services, systems, and/or software development. Experience in designing, implementing, and/or managing of information solutions. Demonstrates ability to analyze complex information organization problems and propose effective solutions or demonstrates ability to analyze business needs and design system specifications for complex information management solutions. Must have excellent written and oral communication skills. Must demonstrate the ability to work independently or under minimal direction. General experience includes increasing responsibilities in the design and management of information solutions.

Functional Responsibility: Functional responsibilities may include but are not limited to: Performs assessments and/or provides expert advice and recommendations in support of agencies' information management strategies and business processes related to the use and reuse of information. Performs systems analysis and design. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs logical and physical database design. Develops information access strategies for complex environments including electronic



content, web links, paper records, archival material, and databases. Performs Project Management responsibilities including scope, time, cost, quality, integration, risk, and communication management. Provides supervisory and technical direction to programmers, web designers, and database designers during project design, development, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget. Performs systems maintenance and tuning to ensure maximum performance of system.

Minimum Education: Masters' degree in computer science, library or information science. Equivalent experience in place of degree is acceptable.

Job Title: Information Manager

Minimum Experience: Requires a minimum of five (5) years of experience in an information management setting such as a digital information center, library, or records center with increasing responsibilities related to planning for information services and systems, project implementation, collection management, and staff utilization. Additionally, a minimum of two (2) years administrative or management experience is required. Experience collecting, analyzing, and interpreting information needs and resources is desirable. Experience developing information management policies, procedures, and processes required to support complex information management needs is desirable. Excellent analytical, organizational, verbal and communication skills are required.

Functional Responsibility: Provides oversight of an information management setting such as a digital information center, library, or records center. Functional responsibilities may include but are not limited to: Oversight of daily operations based on established standards and procedures. Training on the information management system and development of training materials for staff and users. Oversight of data quality control. Development of policy and procedures manuals. Daily supervision and direction of personnel. Planning and management of information projects, programs, outreach, marketing, and public relations activities, budgeting, strategic planning and staff utilization. Technical services such as the evaluation of information resources and systems, analysis of information needs and access requirements and development or modification of information systems, vocabularies, collection plans, classification schedules, and retention schedules. Development of new information management solutions that address the user requirements and apply cost effective and efficient technologies and processes.

Minimum Education: Masters' degree in computer science, library or information science, or business administration. Outside of formal library environments, equivalent experience in place of degree is acceptable.

Job Title: Senior Librarian/Professional Information Specialist

Minimum Experience: Minimum of five years administrative or managerial position, which may include program or project management. Additionally, this position may be filled based on five years of experience in a technical position such as reference or technical services with increasing responsibilities related to planning for information services and systems, project implementation, collection management, and staff utilization. General experience includes participation in or responsibility for planning, budgeting, and personnel supervision. May require reading ability of a foreign language or advanced knowledge of special subject tools and resources.

Functional Responsibility: Plans and implements information projects, programs, or library services. In an administrative position, responsible for providing information services,



collections, staff and user training and orientations, outreach, marketing and public relations activities to meet the objectives of the organization and users served. Library or information center management includes responsibility for budgeting, strategic planning and personnel. In a research position, designs and implements short-term and long-term research assignments requiring a high level of expertise in information tools, resources, and methods. Responsible for organizing, analyzing and reporting information research results that convey an overview and detailed description as required of the information infrastructure of a topic or discipline. In a technical services position, designs and implements information processing systems that provide access to materials in scope for the organization served. This may require research of existing information systems and vocabularies or thesauri, and development of new systems that target unique content or materials, and apply new technologies.

Minimum Education: Masters' degree in computer science, library or information science, or business administration. Outside of formal library environments, equivalent experience in place of degree is acceptable.

Job Title: Programmer Analyst

Minimum Experience: Requires a minimum of three (3) years experience in software design and development.

Functional Responsibility: Designs, develops, and tests software. Functional responsibilities may include but are not limited to: Leads business process analyses, needs assessments and cost/benefits analyses. Directs program development/analysis in complex applications and systems. Develops simple data models and user interfaces for basic database tools, such as MS Access or DB/TextWorks. Uses knowledge of specific applications and data processing concepts to design program solutions to business problems. Recommends the redesign of programs, investigates and analyzes feasibility and program requirements and develops programming specifications.

Minimum Education: Bachelors' degree in computer or information science or other related discipline. Equivalent experience in place of degree is acceptable.

Job Title: Web Designer

Minimum Experience: Requires a minimum of two (2) years experience in the development of web solutions and a demonstrated proficiency in Web page analysis, design, and creation of graphics and HTML.

Functional Responsibility: Designs, develops and maintains Web sites using HTML; graphics and animation software such as Adobe Photoshop, Illustrator, and Flash; and web development tools such as Dreamweaver and Frontpage. Functional responsibilities may include but are not limited to: Analyzes and determines project definition, scope objectives and requirements of web designs by meeting with client. Designs visual presentation for web sites based on goals, targeted audiences, and content. Creates graphics, animations, and HTML content.

Minimum Education: Bachelor's degree in library or information science or fine arts. Equivalent experience in place of degree is acceptable.

Job Title: Web Content Manager

Minimum Experience: Requires a minimum of two (2) years experience working in a library or resource center or in a setting in which the primary responsibility is in acquiring, organizing,



and disseminating information. Knowledge of Internet, industry-standard computer operating systems and network protocols. Demonstrated proficiency in Web page maintenance and content research.

Functional Responsibility: Administrates and maintains Web sites using web development software such as Dreamweaver and Front-page. Working knowledge of HTML. Functional responsibilities may include but are not limited to: Determines objectives and requirements of client and target audience. Performs research and collects and organizes content to meet those objectives. Reformats content for web delivery and creates meta-data tags for the content based on a defined taxonomy or controlled vocabulary (if available).

Minimum Education: Bachelor's degree (BS/BA) in library or information science or in a discipline related to the contract. Equivalent experience in place of degree is acceptable.

Job Title: Indexer/ Abstracter

Minimum Experience: Requires a minimum of four (4) years experience in a setting which is primarily responsible for the acquisition and organization of information. Experience with library, records, and/or document repositories and their indexing processes is required. Capable of indexing, sorting and analyzing documents or records.

Functional Responsibility: Organizes, analyzes, indexes and abstracts content. Functional responsibilities may include but are not limited to: Analyzes content and accurately assigning keywords or topics using a taxonomy or controlled vocabulary. Creates summaries or abstracts of content as required. Assigns all required meta-data and inputs in the appropriate format. Organizes and sorts original materials as needed. Works with paper and electronic content.

Minimum Education: Bachelor's degree (BS/BA) in library science, english, journalism, or in a discipline related to the contract. Equivalent experience in place of degree is acceptable.

Job Title: General Indexer

Minimum Experience: Requires a minimum of two (2) years experience in a setting which is primarily responsible for the acquisition and organization of information. Data entry experience is required. Capable of indexing and sorting documents or records.

Functional Responsibility: Organizes and indexes content. Functional responsibilities may include but are not limited to: Assigns all required meta-data and inputs in the appropriate format. Organizes and sorts original materials as needed. Works with paper and electronic content.

Minimum Education: Bachelor's degree (BS/BA) or equivalent experience in place of degree is acceptable.

Job Title: Information Technician

Minimum Experience: Minimum of two years experience with records management or records management or document control or associated library work to include management of both manual and automated information systems as well as a variety of software packages for database management and project management. Familiarity with library, records, and/or document collection center requirements and processes is also required. Good numerical, organizational, and human relations skills as well as good verbal and communication skills are required.



Functional Responsibility: Responsible for indexing, sorting, and analyzing active and inactive documents. Oversees the filing, retrieving, and scanning of specific documents and collections. Responds to customers seeing information about historical collections using both manual and automatic systems. Provides assistance with the circulation and distribution of documents, publications, and other materials to other staff, agencies, and organizations. Applies established access controls to information holdings.

Minimum Education: Associate degree or college coursework preferable.