

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 for GSA Advantage! is: GSAAdvantage.gov.

Multiple Award Schedule

General Purpose Commercial Information
Technology Equipment, Software and Services
Special Item No. 54151S: Information Technology Professional Services

Contract Number: GS-35F-0482U

Period Covered by Contract: July 9, 2008 thru July 8, 2023

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

Contractor:

Woodbourne Solutions, Inc.
12800 Middlebrook Road, Suite 300
Germantown, Maryland 20874
301.428.7620
<https://www.woodbournesolutions.com>

Contract Administration Source:

John Fendrick
301.428.7620 x111
fendrick@woodbournesolutions.com

Business Size: Small

CUSTOMER INFORMATION:

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

SIN: 54151S Information Technology (IT) Professional Services

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

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

See Attachment A for Labor Category Descriptions.

CLIN	Labor Category	Hourly Rate
1	Advanced Technology Program Manager	\$215.67
2	Functional Analyst III	\$103.37
3	Graphics Designer II	\$90.60
4	Principal Software Engineer	\$154.41
5	Program Manager	\$172.26
6	Q/A Tester	\$63.80
7	Web Developer I	\$92.51
8	Web Developer II	\$109.75
9	Web Developer III	\$133.99
10	Content Specialist II	\$74.53
11	Functional Analyst II	\$93.61
12	Senior Systems Architect	\$112.27
13	Data Entry Specialist	\$35.02
14	Q/A Specialist	\$89.97
15	Senior Analyst	\$129.75
16	Senior Software Architect	\$186.03
17	Senior Systems Programmer I	\$142.41

2. Maximum order. **\$500,000.00**
3. Minimum order. **\$100.00**
4. Geographic coverage (delivery area). **Domestic Delivery**
5. Point(s) of production (city, county, and State or foreign country). **N/A**
6. Discount from list, prices or statement of net price. **All pricing in table above are Net**
7. Quantity discounts. **None**
8. Prompt payment terms. **NET 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Government purchase cards are not accepted above the micro-purchase threshold.**
10. Foreign items (list items by country of origin). **N/A**
- 11a. Time of delivery. **As negotiated between the ordering agency and Woodbourne Solutions at the task order level.**
- 11b. Expedited Delivery. **Contact the Contractor's representative to affect a faster delivery.**
- 11c. Overnight and 2-day delivery. **Contact the Contractor's representative to affect a faster delivery.**
- 11d. Urgent Requirements. **Contact the Contractor's representative to affect a faster delivery.**
12. F.O.B. point(s). **F.O.B. Destination.**
- 13a. Ordering address(es). **Woodbourne Solutions, Inc. 12800 Middlebrook Road, Suite 300, Germantown, MD 20874**
- 13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**
14. Payment address(es) **Woodbourne Solutions, Inc. 12800 Middlebrook Road, Suite 300, Germantown, MD 20874**
15. Warranty provision. **N/A**

16. Export packing charges, if applicable. **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **N/A**
18. Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**
19. Terms and conditions of installation (if applicable). **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**
- 20a. Terms and conditions for any other services (if applicable). **N/A**
21. List of service and distribution points (if applicable). **N/A**
22. List of participating dealers (if applicable). **N/A**
23. Preventive maintenance (if applicable). **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. **The EIT standards can be found at www.Section508.gov**
25. Data Universal Number System (DUNS) number. **060751034**
26. Notification regarding registration in System for Award Management database.
Woodbourne Solutions Inc.'s SAM registration is current.

Attachment A Labor Category Descriptions

1. Advanced Technology Program Manager

General Experience

Twelve years of relevant experience, including at least 8 years of IT and/or information system management.

Experience with at least 6 years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems. Must be capable of leading projects using advanced technologies that involve the successful management of teams composed of data processing and other information management professionals who

have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing high technology (i.e., Internet or intranet) systems. Must have proven skills that are specified in the delivery order to be managed. Ability to develop, implement and evaluate overall program policies.

Functional Responsibility

Responsible for day-to-day management of overall contract operations for multiple projects and teams with staff at multiple locations. Serves as advisor to project managers in matters involving company policies, programs and services. Demonstrates strong written and oral communication skills. Coordinates and directs the planning and production of all contract support activities. Develop and adjusts, when needed, corporate management structure that efficiently directs contract support activities. Must be capable of negotiating and making binding decisions for the company.

Minimum Education

Master's degree in technical and/or business administration. A Bachelor's degree in an associated field, and 4 additional years of IT project management experience is acceptable in lieu of a Master's degree.

2. Functional Analyst III

General Experience

Eight years experience performing relevant studies, analyses, and evaluations, of which at least three years must be specialized, such as developing functional requirements for complex integrated ADP systems. Must possess general knowledge of federal policy relevant to the subject under analysis, relevant published Federal standards, OMB Circulars, and departmental policies and procedures.

Functional Responsibility

Provides varied management and technical support to projects in areas such as: configuration management, data management, and program control. Provides support at a high level for complex projects. Works with users in determining functional and data requirements, and translates functional requirements into specifications. Analyzes functional baselines of government and commercial systems to assess functional fit with defined requirements set. Documents requirements and prepares written reports of system assessments. Provides expertise in functional analyses methods. Performs work independently based on program goals. Applies specialized knowledge to projects which require considerable experience and are extremely challenging. Directly supports customers by providing a variety of analytical service functions. Supervises analysts and other project-related personnel to develop operational systems in support of a program.

Minimum Education

Bachelor's degree. High School Diploma and 5 years of relevant experience in analytical positions is acceptable in lieu of a Bachelor's degree.

3. Graphics Designer II

General Experience

Four years experience with 2 years specific experience designing and developing web pages using HTML, ASP, Javascript, and CGI scripts. Must possess working knowledge of browsers, WYSIWYG editors, graphic design software, animation software, and image optimization.

Functional Responsibility

With minimal supervision designs and builds web pages, page templates and visual elements to be used on web pages using a variety of graphics software applications, techniques and tools. Designs Graphical User Interfaces for web sites that support the organization's strategies and goals relative to external communications. Supports the design group's efforts to enhance the look and feel of the ordering agency's online offerings. Provides support in all activities related to the ordering agency's web site including upgrades, maintenance, and creating content. Possesses strong communication skills and the ability to work with all levels of management and technical personnel.

Minimum Education

Associate's degree. High School Diploma and 2 additional years of equivalent experience in a related field are acceptable in lieu of an Associate's degree.

4. Principal Software Engineer

General Experience

Six years of experience as a computer specialist or a computer systems analyst including projects involving Internet/intranet/web application development or equivalent leading-edge technology, with at least 2 years supervising task teams. Specialized experience includes at least 2 years of specific experience analyzing and designing site information strategies, taxonomies and user interfaces.

Functional Responsibility

Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis through testing, using Internet/intranet technology. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, software integration, and interpretation of software test results, as well as

recommending solutions for unsatisfactory test results. Must be knowledgeable in lifecycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

Education

Master's degree. A Bachelor's degree and 2 additional years of related experience is required in lieu of a Master's degree.

5. Program Manager**General Experience**

Ten years proven program management experience, including at least 8 years of ADP, telecommunications, or other advanced technology systems management experience and at least 2 years of IT project management experience. Demonstrated success in leading complex programs or projects that involve management of teams staffed by IT professionals skilled in analysis, design, documentation, integrating, converting, testing and implementing automated information and/or telecommunications systems. Ability to develop, implement and evaluate overall program policies.

Functional Responsibility

Responsible for day-to-day management of overall contract operations for multiple projects and teams with staff at multiple locations. Serves as advisor to project managers in matters involving company policies, programs and services. Demonstrates strong written and oral communication skills. Coordinates and directs the planning and production of all contract support activities. Develop and adjusts, when needed, corporate management structure that efficiently directs contract support activities.

Minimum Education

Master's degree. A Bachelor's degree in an associated field and an additional eight years of related experience is acceptable in lieu of a Master's degree.

6. Q/A Tester**General Experience**

Two years of experience working with IT quality control methods and tools with at least 1 year of experience in software testing and integration and a demonstrated knowledge of system and project lifecycles.

Functional Responsibility

Must be capable of evaluating software and associated documentation. Participates in formal and informal reviews to determine information technology quality and in the development of software quality assurance plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Responsible for applying structured methodology to the test process including writing test plans, test cases, and generating test data.

Minimum Education

Bachelor's degree. A High School diploma and three additional years of related experience is acceptable in lieu of a Bachelor's degree.

7. Web Developer I

General Experience

One year development experience, including at least 1/2 year in web-based applications. Experience in web application development environments such as Active Server Pages, .Net, Cold Fusion and/or Java totaling at least six months.

Functional Responsibility

Software developer with entry-level skills in interface design, database access technology and web application coding. Works on small components of an application such as the user interface, database procedure, report generation or error handling. Expected to improve web application development knowledge through training, certification and on-the-job experience. Attends project meetings and participates in the design of the application if appropriate. Reports to the project leader on progress, obstacles encountered and possible solution alternatives. Spends approximately 95% or more of the time developing the application.

Minimum Education

A Bachelors degree in computer science, engineering, or information technology. An additional 4 years of relevant work experience in web design or stand-alone application development is acceptable in lieu of a Bachelor's degree. Coursework in structured programming, database development, and scripting languages are desirable, but self-taught capabilities may be substituted if documented in previous work experience or completed application demonstration.

8. Web Developer II

General Experience

Three years, including at least 1 year in web-based applications. Experience in web application development environments such as Active Server Pages, .Net, Cold Fusion and/or Java totaling at least 1 year, but 2 years is preferred. Oracle, SQL-Server or enterprise database experience totaling 1 year

Functional Responsibility

Software developer with strong skills in interface design, database access technology and web application coding. Ability to work independently on modules, large subroutines, or small applications. Responsible for keeping abreast of current web application development and database technology. Attends project meetings and contributes advice on the design of the application. Reports to the project leader on progress, obstacles encountered and

solution alternatives. Spends approximately 90% or more of the time developing the application.

Minimum Education

Bachelor's degree. An Associate's degree and 2 years of additional related experience is acceptable in lieu of a Bachelor's degree.

9. Web Developer III**General Experience**

Four years, including at least 1 year developing web-based applications. Experienced in web application development environments such as Active Server Pages, .Net, Cold Fusion and/or Java totaling at least 1 year, but typically 2 years is preferred. Oracle, SQL-Server or enterprise database experience totaling one year.

Functional Responsibility

Serves as technical lead of entire modules or small applications. Responsible for keeping abreast of current web application development and database technology. Attends project leader meetings and consults on the design of the application. Reports to the project leader on progress, obstacles encountered and solution alternatives. Interfaces with developers and technical support personnel to coordinate all the components of an application. Spends approximately 85% or more of the time developing the application.

Minimum Education

Master's degree. A Bachelor's degree and 2 years of additional related experience is acceptable in lieu of a Master's degree.

10. Content Specialist II**General Experience**

Two years, including at least 1 year preparing 508 compliant web content. Experienced in authoring content in web content management systems such as CommonSpot and Microsoft Office SharePoint Server 2007. Experience in compliance checking software such as Accenture or Watchfire is preferred.

Functional Responsibility

Prepares text materials in a web-enabled structure and format to facilitate meaningful replication of data, text, or graphics in to a web page. Works independently to develop and ensure content of web page is in accordance with client requirements and 508 compliance. Performs 508 remediation tasks.

Minimum Education

Associate's degree. High School Diploma and 2 additional years of equivalent experience in a related field are acceptable in lieu of an Associate's degree.

11. Functional Analyst II

General Experience

Four years experience performing relevant studies, analyses, and evaluations, of which at least one year must be specialized, such as developing functional requirements for complex integrated ADP systems. Must possess general knowledge of federal policy relevant to the subject under analysis, relevant published Federal standards, OMB Circulars, and departmental policies and procedures.

Functional Responsibility

Provides varied management and technical support to projects in areas such as: configuration management, data management, and program control. Provides support for complex projects. Works with users in determining functional and data requirements, and translates functional requirements into specifications. Analyzes functional baselines of government and commercial systems to assess functional fit with defined requirements set. Documents requirements and prepares written reports of system assessments. Provides expertise in functional analyses methods. Performs work independently based on program goals. Supervises analysts and other project-related personnel to develop operational systems in support of a program.

Minimum Education

Bachelor's degree. High School Diploma and 5 years of relevant experience in analytical positions is acceptable in lieu of a Bachelor's degree.

12. Senior Systems Architect

General Experience

Six years of experience performing relevant studies, analyses, and evaluations, of which at least three years must be specialized, such as developing functional requirements for complex integrated ADP systems.

Functional Responsibility

Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of workflows,

organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum Education

Bachelor's degree. High School Diploma and 5 years of relevant experience in analytical positions is acceptable in lieu of a Bachelor's degree.

13. Data Entry Specialist

General Experience

One year of experience entering data in databases or a Microsoft Windows operating environment. Competent with the Microsoft Office software suite. Good oral and written communications skills in the English language. U.S. citizenship and ability to pass an agency background investigation to qualify for a security clearance.

Functional Responsibility

Works with the web, Microsoft Windows and Microsoft Word to input data into databases, enters data on websites, and archive material. Ensures incoming telephone calls are answered in a professional manner and routed correctly. Works under supervision.

Minimum Education

High School Diploma.

14. Q/A Specialist

General Experience

Three years of experience working with IT quality control methods and tools with at least 2 years of experience in software testing and integration and a demonstrated knowledge of system and project lifecycles.

Functional Responsibility

Must be capable of evaluating software and associated documentation. Participates in formal and informal reviews to determine information technology quality and in the development of software quality assurance plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Responsible for applying structured methodology to the test process including writing test plans, test cases, and generating test data.

Minimum Education

Bachelor's degree. A High School diploma and three additional years of related experience is acceptable in lieu of a Bachelor's degree.

15. Senior Analyst

General Experience

Five years' experience, of which at least three years must be specialized, such as developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently.

Functional Responsibility

Works with users in determining functional and data requirements, and translates functional requirements into functional requirements specifications. Analyzes functional baselines of government and commercial systems to assess functional fit with defined requirements set. Documents functional requirements and prepares written reports of functional system assessments. Provides expertise in functional analysis methods and provides guidance to functional analysts in performance of work.

Minimum Education

Bachelor's degree in computer science, information systems, engineering, business, management, other related discipline or equivalent

16. Senior Software Architect**General Experience**

Eight years of direct related experience. Must have experience with object-oriented principles, and the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibility

Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff..

Minimum Education

Bachelor's degree.

17. Senior Systems Programmer I**General Experience**

Ten or more years of experience performing design, coding, and documentation of programs. Knowledge of contemporary mainframe and personal computer systems, application structures, and programming languages. Demonstrated analytical ability, productivity, technical writing ability, and excellent interpersonal skills.

Functional Responsibility

Analyzes, designs, codes, and documents complex applications for computers and related equipment appropriate. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determines customer requirements and analyzes problems in terms of user requirements, input data and form, output data and form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem- schedule requirements. Provides advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Develops and writes machine or other source language instructions required for computer processing.

Minimum Education

Bachelor’s degree in computer science or equivalent. A Masters Degree may be substituted for three years of experience.

Degree/Experience Equivalency

Degree	Experience Equivalence *
Associate’s	High School Diploma + 1 year relevant experience
Bachelor’s	Associate’s degree + 2 years relevant experience, or High School Diploma + 4 years relevant experience
Master’s	Bachelor’s degree + 2 years relevant experience, or Associate’s degree + 4 years relevant experience
Doctorate	Master’s degree + 2 years relevant experience, or Bachelor’s degree + 4 years relevant experience

* Successful completion of each year of higher education that has not resulted in a degree may be counted 1-for-1 for a year of experience.

The labor category definitions in our Pricelist describe the experience, functional responsibilities and education requirements for each category. These requirements should be considered a guide to the experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Both parties recognize that there may occasionally be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer

technical representative. If such a waiver is included in our proposal, the award of that proposal shall be deemed a grant of the waiver.

