



Integrity Holdings, LLC

plan better results

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is <http://www.gsaadvantage.gov>

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

FSC GROUP:

FSC/PSC Class D301 IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE
FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT
FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS
FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE
FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING
FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP
FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION
FSC/PSC Class D313 IT AND TELECOM- COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM)
FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT
FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION
FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

CONTRACT NUMBER: GS-35F-048CA

CONTRACT PERIOD: 10/30/2014 to 10/29/2019

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

**CONTRACTOR:
Integrity Holdings, LLC
2116 37th St. NW
Washington, DC 20007
P: 202-288-0035
F: 202-204-6257
www.mysoftwarepro.com**

**CONTRACTOR'S ADMINISTRATION SOURCE:
James A Walker
drew@mysoftwarepro.com**

BUSINESS SIZE: Small

CUSTOMER INFORMATION:

- 1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**
 - 132 51 Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING
- 1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A
- 1c. **HOURLY RATES:** See Submitted Price List
2. **MAXIMUM ORDER:** \$500,000
3. **MINIMUM ORDER:** \$100
4. **GEOGRAPHIC COVERAGE:** 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.
5. **POINT(S) OF PRODUCTION:** Not Applicable
6. **DISCOUNT FROM LIST PRICES:** 22%
7. **QUANTITY DISCOUNT(S):** 1% for a single order greater than \$100,000
8. **PROMPT PAYMENT TERMS:** 1% Net 10/ Net 30 Days
- 9a. **Government Purchase Cards must be accepted at or below the micro-purchase threshold.**
- 9b. **Government Purchase Cards are accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** Not Applicable
- 11a. **TIME OF DELIVERY:** TBD @ Task Order Level
- 11b. **EXPEDITED DELIVERY:** TBD @ Task Order Level
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor
- 11d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** FOB Destination
- 13a. **ORDERING ADDRESS:** 2116 37th St. NW, Washington, DC 20007
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. **PAYMENT ADDRESS:** 2116 37th St. NW, Washington, DC 20007
15. **WARRANTY PROVISION:** Not Applicable
16. **EXPORT PACKING CHARGES:** Not Applicable

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Not Applicable
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** Not Applicable
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Not Applicable
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** Not Applicable
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** Not Applicable
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. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 967690814
26. **Contractor has an active registration in the SAM database.**

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

******NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

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

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

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE OFFERED TO GSA (including IFF)
132 51	Project Manager	Per Hour	\$196.47
132 51	Training Director	Per Hour	\$275.06
132 51	Management Strategist/Subject Matter Expert	Per Hour	\$196.47
132 51	Principal Advisor	Per Hour	\$117.88
132 51	Associate	Per Hour	\$78.59

Title	Job Description
Project Manager	<ul style="list-style-type: none"> • Administration of multiple projects on the procurement list. • Knowledge of service costing, Federal Acquisition Regulations, DOD policies and procedures, GSA policies and procedures required. Knowledge of Ability One Program. • Experience within the federal marketplace with multiple government agencies. • Experience with strategic planning and creating result driven tactical plans. • Proven experience with successful negotiations and customer presentations. • Proven interpersonal, organizational, and communication skills. • Ability to prepare business case/evaluation for opportunities and projects. • Personal computer skills, especially in database, spreadsheet and word processing applications. <p>EDUCATION</p> <ul style="list-style-type: none"> • 5 years of experience and BS/BA
Management Strategist/ Subject Matter Expert	<p>Each Subject Matter Expert plays a critical role in defining business needs, organization and application functionality. A Subject Matter Expert (SME) has special, in-depth knowledge of a business area that enhances the team's understanding. A SME is a special type of Role: Stakeholder. A project may have several SMEs, depending on its scope and complexity. People fulfilling this role may also play the role of End User. SMEs will envision new business processes and applications that behave differently from existing ones. SMEs participate in business modeling and requirements definition activities. Each SME should be willing to provide input to and make decisions about detailed requirements.</p> <p>EDUCATION</p> <ul style="list-style-type: none"> • 5 years of experience with MBA
Training Director	<p>Plan, organize, and direct a wide range of training activities. Trainers conduct orientation sessions and arrange on-the-job training for new employees. Assist rank-and-file workers maintain and improve their job skills, and possibly prepare for jobs requiring greater skill. Assist supervisors improve their interpersonal skills in order to deal effectively with employees. They may set up individualized training plans to strengthen an employee's existing skills or teach new ones. Set up leadership or executive development programs among employees in lower level positions. These programs are designed to develop potential and current executives to replace those retiring. Lead programs to assist employees with transitions due to mergers and acquisitions, as well as technological changes. In government-supported training programs, training specialists function as case managers. They first assess the training needs of clients, then guide them through the most appropriate training method. After training, clients either may</p>

	<p>be referred to employer relations representatives or receive job placement assistance. Planning and program development is an important part of the training specialist's job. In order to identify and assess training needs within the firm, trainers may confer with managers and supervisors or conduct surveys. They also periodically evaluate training effectiveness. Depending on the size, goals, and nature of the organization, trainers may differ considerably in their responsibilities and in the methods they use. Training methods include on-the-job training; schools in which shop conditions are duplicated for trainees prior to putting them on the shop floor; apprenticeship training; classroom training; and electronic learning, which may involve interactive Internet-based training, multimedia programs, distance learning, satellite training, videos and other computer-aided instructional technologies, simulators, conferences, and workshops.</p> <p>Education: Must have BS/BA and graduate degree plus 5 years training or teaching at a major university.</p>
Principal Advisor	<p>Unique blend of technical prowess, versatility, fearlessness and customer service excellence. Senior consultants' responsibilities include: Managing all aspects of customer's technologies; Mentoring, educating, guiding and supporting associate/mid-level team members; Project management: IT assessments, recommendations and proposals; and Nurturing customer relationships. Serve as junction point between client service delivery excellence, and the professional development of our staff consultants. Provide clients with technical expertise pertaining to networking, mobility, virtualization and cloud-based solutions ; Evaluate, recommend, and execute new technologies and update existing infrastructure to ensure optimal network performance Develop IT strategies to ensure the network meets existing and future requirements based on needs and regulations; Candidate must have the ability to work in a variety of environments, have excellent follow-up skills, provide detailed documentation, and be able to work effectively and independently ;Other duties as assigned</p> <p>Education: Bachelor's degree in Computer Science or equivalent experience; Certifications strongly preferred: MCITP, CCNA, CISSP, etc.; Minimum of 8 years of experience with the maintaining, troubleshooting, and supporting of various technology environments; Prior consulting experience is highly desirable; Comprehensive understanding of operating platforms, connectivity, security, and information management; Must be strong in all aspects of back office platforms; Must understand networking, firewalls, routing and switching; Experience with virtualization technologies, such as VMware, Citrix and Microsoft; Outstanding and proven communication at all levels within an organization, project management, and organizational skills required.</p>
Associate	<p>Unique blend of technical prowess, versatility, fearlessness and customer service excellence. Senior consultants' responsibilities include: Managing all aspects of customer's technologies; Evaluate, recommend, and execute new technologies and update existing infrastructure to ensure optimal network performance Develop IT strategies to ensure the network meets existing and future requirements based on needs and regulations; Candidate must have the ability to work in a variety of environments, have excellent follow-up skills, provide detailed documentation, and be able to work effectively and independently ;Other duties as assigned</p> <p>Education: Bachelor's degree in Computer Science or equivalent experience; Certifications strongly preferred: MCITP, CCNA, CISSP, etc.; Minimum of 4 years of experience with the maintaining, troubleshooting, and supporting of various technology environments; Prior consulting experience is highly desirable; Comprehensive understanding of operating platforms, connectivity, security, and information management; Must be strong in all aspects of back office platforms; Must understand networking, firewalls, routing and switching; Experience with virtualization technologies, such as VMware, Citrix and Microsoft; Outstanding and proven communication at all levels within an organization, project management, and organizational skills required.</p>