

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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**INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY, EQUIPMENT, SOFTWARE
AND SERVICES**

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

Contract Number: GS-35F-0533J
Period Covered by Contract: June 21, 1999 – June 20, 2019

Social & Scientific Systems, Inc.

8757 Georgia Avenue, 12th Floor, Silver Spring, Maryland 20910

301.628.3001

<http://www.s-3.com>

Social & Scientific Systems, Inc. is a large business entity.

Pricelist current through Modification # PS-0035. Prices Shown Herein are Net (discount deducted).

SSS will accept a credit card (Visa/Mastercard and Government Purchase Card) for payments equal to or less than the micro-purchase for oral or written orders under this contract. SSS will also accept a credit card for dollar amounts over the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on our invoice.

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

CUSTOMER INFORMATION:

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

SIN 132-51	
Labor Category	Hourly Rate
Sr. Subject Matter Expert	\$280.01
Program Manager	\$259.50
Subject Matter Expert	\$234.43
Sr. Analytic Consultant	\$209.85
Sr. Network Consultant	\$209.85
Sr. Project Manager	\$183.25
Sr. Systems Analyst	\$183.25
Network Consultant	\$183.25
Project Manager	\$157.13
Systems Analyst	\$157.13
Sr. Research Analyst	\$157.13
Sr. Network Specialist	\$157.13
Database Manager	\$132.61
Web Designer	\$132.61
Graphic Designer	\$132.61
Sr. Systems Writer/Editor	\$132.61
Sr. Programmer Analyst	\$132.61
Statistician/Programmer Analyst	\$132.61
Network Specialist	\$132.61
Technical Manager	\$113.12
Programmer Analyst	\$113.12
Research Analyst	\$113.12
Technical Specialist	\$113.12
Systems Writer/Editor	\$97.68
Sr. Programmer	\$97.68
Web Specialist	\$97.68
Sr. Technical Writer/Editor	\$86.74
Data Manager	\$78.57
Programmer	\$78.57
Technical Admin. Assistant	\$78.57
Admin. Assistant	\$70.79
Technical Writer/Editor	\$70.79

1b **Identification of the lowest priced model number** and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See table at 1a.

1c **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.

Labor Category and General Education/Experience	General Responsibilities
<p>Senior Subject Matter Expert</p> <p>Requires a Master’s degree in academic discipline relevant to the work assignment. Must have at least 17 years of progressive experience in supporting large information technology projects related to the individual’s subject matter expertise. Is often corporate officer, leader, and director with many years of experience, and nationally and/or internationally renowned expert in either functional domain (e.g., finance, personnel, acquisition, etc.) or technical discipline (e.g., computer security, network engineering, etc.); has extensive experience as technical leader and/or senior project manager.</p>	<p>Serves as technical expert in area relevant to a particular project and will produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include, but are not limited to, system design, architecture and specifications, and feasibility studies.</p>
<p>Program Manager</p> <p>Requires a Bachelor’s degree in academic discipline relevant to work assignment. Must have at least 15 years of progressive experience in managing, directing and implementing information technology projects. Experience must include managing a diverse group of functional activities, and subordinate groups of technical and administrative personnel; management and control of large budgets and multiple resources; and demonstrated capability in managing complex, multi-task commercial and government contracts.</p>	<p>For a given task order, serves as SSS’ sole contract manager and is SSS’ authorized interface with the government’s technical representative, other government management personnel, and customer agency representatives.</p> <p>Responsible for formulating and maintaining work standards, assigning contractor schedules, and communicating SSS policies, purposes, and goals to subordinates and subcontractors. Responsible for the overall contract performance.</p> <p>Manages technical services and support operations that may include multiple projects. Organizes resources to support and manage the execution of multiple projects concurrently. Organizes, directs, and coordinates planning and production of all contract support activities.</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>Conducts oral and written communications with all levels of management for planning and control of projects.</p> <p>Formulates and reviews project feasibility studies, determines costs, and ensures conformity to work standards.</p> <p>Assigns, schedules, and reviews work of subordinate Project Managers including subcontractors.</p> <p>Prepares and delivers presentations to colleagues, subordinates, and government representatives.</p>
<p>Subject Matter Expert</p> <p>Requires Bachelor's degree in an academic discipline relevant to the work assignment with at least 12 years of progressive experience in supporting large information technology projects related to the individual's subject matter expertise; an additional 8 years of relevant experience can substitute for an undergraduate degree. Is expert in either functional domain (e.g., finance, personnel, acquisition, etc.) or technical discipline (e.g., computer security, network engineering, etc.) and has extensive experience as technical leader and/or senior project manager.</p>	<p>Serve as technical expert in areas relevant to a particular project. Produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications. Reports to the task project manager.</p>
<p>Senior Analytic Consultant</p> <p>Requires Bachelor's degree in related area, plus at least 10 years of related experience, including at least 5 years' experience in project management.</p>	<p>Ensures the efficient and proper execution of selected projects, providing subject or technical guidance as needed.</p> <p>Monitors performance, budgets, adherence to schedule, and quality of deliverables for selected projects, including meeting regularly with project managers to review progress, assess resource requirements, and arrange for corporate allocation of any additional resources necessary.</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>Provides expert consulting and guidance for system design, end-user applications, and policy and analytic implications.</p>
<p>Senior Network Consultant</p> <p>Requires Bachelor's degree in computer-related field; equivalent certifications; or at least 12 years' experience and no degree. Must have at least 10 years' experience in computer and network systems and applications. CNE certification and MCSE certification may each substitute for 1 year of experience; ECNE certification may substitute for 2 years of experience. Proficiency in specified software applications, operating environments, and data communications.</p>	<p>Directs staff in technical operations of LAN/WAN and network devices. Provides technical support to the Help Desk, database administrators, Web developers, clients, and others as directed.</p> <p>Designs, procures, and installs all major information technology-based systems. Develops in-house training and provides ongoing coaching to staff. Performs administrative duties in support of operations. Supervises staff on a continuous and project basis.</p> <p>Coordinates actions among clients, the company, and vendors or associates. Conducts research about advances in technology and plans for client and in-house enhancements. Installs off-the-shelf software applications.</p>
<p>Senior Project Manager</p> <p>Requires Bachelor's degree or equivalent experience. Must have 10 years of related experience, including at least 3 years' successful experience managing small projects or major tasks. High level of proficiency in the program area and proficiency in specified software applications and operating systems.</p>	<p>Serves as the primary corporate representative with the client project officer. Receives tasks, prepares reports, assigns and directs activities of task managers, works with managers to estimate task-specific resource requirements, and resolves cost issues.</p> <p>Formulates and implements staffing plans and reallocates resources to meet changing conditions and priorities. Resolves staffing issues with division vice presidents.</p> <p>Assumes responsibility for all contract deliverables and for adhering to all contract requirements and delivery schedules. Projects costs and monitors budget expenditures. Advises the vice president of contractual matters that require corporate administrator attention. Monitors schedules within each task to ensure on-time delivery. Participates in</p>

Labor Category and General Education/Experience	General Responsibilities
	recruitment of staff. Conducts performance reviews. Recommends salary actions.
<p>Senior Systems Analyst</p> <p>Requires Bachelor's degree in computer science or equivalent education and experience. Must have at least 10 years' related experience. Must have specific scarce or unique skills or exceptional breadth and depth of technical skills. High level of proficiency in specified software applications and operating environments.</p>	<p>Consults with clients to identify requirements for complex applications and systems, develops detailed specifications, and develops custom software applications and systems.</p> <p>Ensures quality, testing, debugging and refining software applications. Documents outcomes and processes. Recommends appropriate hardware and software, integrates files across platforms, and performs troubleshooting. Trains clients and staff in the use of software applications and systems and provides ongoing technical support. Writes and maintains user documentation.</p> <p>Develops and tracks estimates of cost and time for assigned tasks and activities. Ensures all work is performed within time and budget constraints.</p> <p>Supervises programming staff, assigning programming activities, guiding and reviewing work, and evaluating performance. Provides technical consulting, as required. Maintains technical knowledge by reviewing publications on current trends and developments. Recommends system and software upgrades as appropriate.</p>
<p>Network Consultant</p> <p>Requires Bachelor's degree in computer-related field; equivalent certifications; or at least 10 years' experience and no degree.</p> <p>Must have at least 8 years' experience in computer and network systems and applications. CNE certification and MCSE certification may each substitute for 1 year of experience; ECNE certification may substitute for 2 years of experience. Proficiency in specified software applications, operating environments, and data communications.</p>	<p>Directs staff in technical operations of LAN/WAN and network devices.</p> <p>Provides technical support to the Help Desk, database administrators, Web developers, clients, and others as directed.</p> <p>Designs, procures, and installs all major information technology-based systems. Develops in-house training and provides ongoing coaching to staff. Performs administrative duties in support of operations. Supervises staff on a continuous and</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>project basis.</p> <p>Coordinates actions among clients, the company, and vendors or associates. Conducts research about advances in technology and plans for client and in-house enhancements. Installs off-the-shelf software applications.</p>
<p>Systems Analyst</p> <p>Requires Bachelor's degree in computer science or equivalent education/experience. Must have at least 5 years' relevant experience. High level of proficiency in specified software applications and operating environments.</p>	<p>Consults with clients to identify requirements for applications and systems, develops detailed specifications, and develops custom software applications and systems.</p> <p>Ensures quality, testing, debugging and refining software applications. Documents outcomes and processes. Recommends appropriate hardware and software, integrates files across platforms, and performs troubleshooting.</p> <p>Trains clients and staff in the use of software applications and systems and provides ongoing technical support. Writes and maintains user documentation.</p> <p>Develops and tracks estimates of cost and time for assigned tasks and activities. Ensures all work is performed within time and budget constraints.</p> <p>Provides technical consulting, as required.</p> <p>Maintains technical knowledge by reviewing publications on current trends and developments. Recommends systems and software upgrades as appropriate.</p>
<p>Project Manager</p> <p>Requires Bachelor's degree or equivalent experience. Must have 8 years of related experience, including at least 3 years' experience managing small projects or major tasks. High</p>	<p>Serves as the primary corporate representative with the client project officer. Receives tasks, prepares reports, assigns and directs activities of task managers, works with managers to estimate task-</p>

Labor Category and General Education/Experience	General Responsibilities
<p>level of proficiency in program area. Proficiency in specified software applications and operating systems.</p>	<p>specific resource requirements, and resolves cost issues.</p> <p>Formulates and implements staffing plans and reallocates resources to meet changing conditions and priorities. Resolves staffing issues with division vice president.</p> <p>Assumes responsibility for all contract deliverables and for adhering to all contract requirements and delivery schedules. Projects costs and monitors budget expenditures. Advises the vice president of contractual matters that require corporate administrator attention. Monitors schedules within each task to ensure on-time delivery.</p> <p>For task work, analyzes complex specifications, formulates programming approaches, and consults with clients to clarify requirements. Establishes and maintains task notebook and documentation, investigates existing databases, researches data anomalies, and constructs subset databases and data files. Provides input to progress reports for assigned tasks.</p> <p>Develops and tracks estimates of cost and time for assigned tasks and activities. Ensures that all work is performed within time and budget constraints.</p> <p>Establishes procedures for producing verifiable results. Identifies and develops programming modules. Writes, tests, debugs, revises, and refines complex programs.</p> <p>Provides quality control pertaining to program output and data files, including those produced by supervised staff.</p>

Labor Category and General Education/Experience	General Responsibilities
<p>Senior Research Analyst</p> <p>Requires Master's degree in specified or closely related field, plus at least 5 years' experience conducting research or Ph.D. in required or closely related field with at least 2 years' experience. Must have scientific writing skills, supervisory skills, and advanced knowledge of statistics. Moderate proficiency in specified software applications.</p>	<p>Initiates research hypotheses, plans for studies, and assembles and reviews literature.</p> <p>Analyzes data to meet research objectives, which includes interpreting scientific content of survey data. Writes and presents reports and manuscripts of research results.</p> <p>Specifies programming requirements, assigns programming requests, and reviews results. Writes programs for some aspects of data analysis. Specifies programming requirements, assigns programming requests, and reviews results.</p> <p>Collaborates with and assists clients and others conducting research. Attends and participates in meetings related to research area.</p>
<p>Senior Network Specialist</p> <p>Requires Bachelor's degree in computer-related field; equivalent certifications; or at least 8 years' experience and no degree. Must have at least 5 years' experience in computer and network systems and applications. CNE certification and MCSE certification may each substitute for 1 year of experience; ECNE certification may substitute for 2 years of experience. Proficiency in specified software applications, operating environments, and data communications.</p>	<p>Directs staff in technical operations of LAN/WAN and network devices. Provides technical support to the Help Desk, database administrators, Web developers, clients, and others as directed.</p> <p>Designs, procures, and installs all major information technology-based systems. Develops in-house training and provides ongoing coaching to staff. Performs administrative duties in support of operations. Supervises staff on a continuous and project basis.</p> <p>Coordinates actions among clients, the company, and vendors or associates. Conducts research about advances in technology and plans for client and in-house enhancements. Installs off-the-shelf software applications.</p>
<p>Database Manager</p>	

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<p>Requires Bachelor's degree or equivalent experience, plus at least 7 years' experience, of which at least 5 years must be specialized. Specialized experience includes demonstrated experience with database design and development and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of database systems.</p>	<p>Manages the development of databases under projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Establishes and maintains database documentation, researches and documents data anomalies, and constructs subset databases and data files.</p> <p>Provides quality control pertaining to development of databases, including those developed by supervised staff. Provides daily supervision and direction to support staff.</p>
<p>Graphic Designer</p> <p>Requires Bachelor's degree with major in fine arts, communications design, or a related area. High school diploma and 4 years' work experience in graphics design may be substituted for degree. Must have at least 3 years' of related experience and proficiency in relevant design software such as Photoshop, Illustrator, PageMaker and Corel.</p>	<p>Conducts research and prepares potential graphic designs.</p> <p>Refines designs based on manager and client reviews.</p> <p>Prepares final comprehensive designs for presentation to clients.</p>
<p>Web Designer</p> <p>Requires Bachelor's degree with major in fine arts or a related area. High school diploma and 4 years' work experience in Web design may be substituted for degree. Must have at least 3 years' Web design experience. Proficiency with relevant Web design software such as Photoshop, Flash, Dreamweaver, and Fireworks. Basic production skills.</p>	<p>Conducts research and prepares potential designs for Web sites.</p> <p>Recommends interface designs and development.</p> <p>Refines designs based on manager and client reviews.</p>
<p>Senior Systems Writer/Editor</p> <p>Requires Bachelor's degree in journalism, computer science, or related area. Must have at least 9 years of professional experience including 5 or more years' relevant experience in systems documentation. High proficiency in specified software applications and operating environments. Excellent editorial skills; excellent written and verbal communication skills.</p>	<p>Consults with clients to assess project requirements. Recommends technical documentation approaches.</p> <p>Designs, develops, coordinates, and implements major systems manuals or reports. Recommends appropriate hardware and software.</p> <p>Participates in system testing and quality assurance of software systems.</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>Documents the proceedings of technical meetings.</p> <p>Using draft technical documents, software products, source code, technical charts, and diagrams prepared by technical staff, edits materials and develops clear, comprehensive, and technically accurate reports or documents.</p> <p>May supervise technical writing or editorial staff, including training, assigning tasks, and assessing performance.</p>
<p>Senior Programmer Analyst</p> <p>Requires Bachelor's degree or equivalent experience. Must have at least 7 years' relevant experience as applications programmer, including at least 3 years' experience managing tasks. High level of proficiency in specified editors and programming languages. Knowledge of computer operations and specified software applications.</p>	<p>Analyzes complex specifications, formulates programming approaches, and consults with clients to clarify requirements.</p> <p>Develops and tracks estimates of cost and time for assigned tasks and activities. Ensures all work is performed within time and budget constraints.</p> <p>Establishes and maintains task notebook and documentation, investigating existing databases, researching data anomalies, and constructing subset databases and data files. Provides input to progress reports for assigned tasks.</p> <p>Establishes procedures for producing verifiable results. Identifies and develops programming modules. Writes, tests, debugs, revises, and refines complex programs.</p> <p>Provides quality control pertaining to program output</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>and data files, including those produced by supervised staff.</p> <p>Supervises programming staff, assigning routine programming tasks, guiding and reviewing work, and evaluating performance.</p>
<p>Statistician/Programmer Analyst</p> <p>Requires Master's degree in statistics, plus at least 5 years' related experience as applications programmer or Bachelor's degree with emphasis on statistics, plus at least 7 years of related experience as an applications programmer. . Additional graduate work may be substituted for up to 1 year of experience. Proficiency in specified software applications and operating environments.</p>	<p>Serves as a statistical consultant. Advises and trains on statistical applications. Consults with clients to assist in implementing complex statistical specifications.</p> <p>Implements, evaluates, and tests statistical software, making upgrade recommendations as appropriate. Analyzes complex specifications, formulates programming approaches, and consults with clients to clarify requirements.</p> <p>Develops and tracks estimates of cost and time for assigned tasks and activities. Ensures all work is performed within time and budget constraints.</p> <p>Establishes and maintains task notebook and documentation, investigating existing databases, researching data anomalies, and constructing subset databases and data files. Provides input to progress reports for assigned tasks.</p> <p>Establishes procedures for producing verifiable results. Identifies and develops programming modules. Writes, tests, debugs, revises, and refines complex programs.</p> <p>Provides quality control pertaining to program output and data files, including those produced by supervised staff.</p> <p>Supervises programming staff, assigning routine programming tasks, guiding and reviewing work, and evaluating performance.</p>

Labor Category and General Education/Experience	General Responsibilities
<p>Network Specialist</p> <p>Requires Bachelor's degree in computer-related field; equivalent certifications; or at least 8 years' experience and no degree. Must have at least 6 years' experience in computer and network systems and applications. Proficiency in specified software applications, operating environments, and data communications. CNE certification and MCSE certification may each substitute for 1 year of experience; ECNE certification may substitute for 2 years of experience.</p>	<p>Performs desktop and network support for internal staff and external clients, including installations, configuration, troubleshooting, and maintenance.</p> <p>Performs desktop and network administration, including maintenance, backup, and administrative functions.</p> <p>Manages and supervises the Help Desk. Assesses user needs and requirements and defines appropriate technology solutions. Manages vendor warranties and service contracts.</p> <p>Maintains and configures routers, switches, and other network infrastructure equipment. Designs, installs, and manages local and wide area networks. Specifies, installs, and maintains systems hosting Internet technologies.</p> <p>Researches technology initiatives and makes recommendations for updates, upgrades, and new systems.</p> <p>Supervises staff on an ongoing and on a project basis.</p> <p>Provides ad-hoc programming, batch file, and documentation support.</p>
<p>Technical Manager</p> <p>Requires Bachelor's degree in a related technical area. Must have at least 6 years of technical experience with 2 years in project management and 2 years' experience with database</p>	<p>Manages technical projects such as development of databases and spreadsheets, video production, live chats, and Internet applications. Coordinates subcontractors for satellite broadcasting and other</p>

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<p>maintenance. High proficiency in using specified software in a networked environment; proficiency in Internet-related, spreadsheet, and graphics applications; and research skills and experience with Web pages, and servers. Advanced oral, written, and interpersonal communications skills and experience with financial and personnel management.</p>	<p>technical vendor services.</p> <p>Consults with prospective clients, analyzes requirements, and recommends concepts and approaches.</p> <p>Develops work statements, timelines, and budgets.</p> <p>Coordinates project staff, including programmers, network staff, designers, logistics staff, and clients.</p> <p>Performs quality control checks and monitors budgets and timelines.</p>
<p>Programmer Analyst</p> <p>Requires Bachelor's degree or equivalent experience. Must have at least 5 years' relevant experience as applications programmer. High level of proficiency in specified editors and programming languages. Knowledge of computer operations and specified software applications.</p>	<p>Analyzes complex specifications, formulates programming approaches, and consults with clients to clarify requirements.</p> <p>Develops and tracks estimates of cost and time for assigned tasks and activities.</p> <p>Establishes and maintains task notebook and documentation, investigating existing databases, researching data anomalies, and constructing subset databases and data files. Provides input to progress reports for assigned tasks.</p> <p>Establishes procedures for producing verifiable results. Identifies and develops programming modules. Writes, tests, debugs, revises, and refines complex programs.</p> <p>Provides quality control pertaining to program output and data files, including those produced by supervised staff.</p> <p>May supervise programming staff, assigning routine programming tasks, guiding and reviewing work, and evaluating performance.</p>

Labor Category and General Education/Experience	General Responsibilities
<p>Research Analyst</p> <p>Requires Master's degree in specified or closely related field and at least 2 years' experience conducting research or Ph.D. in specified or closely related field, plus 1 year of experience conducting research. Must have scientific writing skills; supervisory skills, and advanced knowledge of statistics. Moderate proficiency in specified software applications.</p>	<p>Initiates research hypotheses, plans for studies, and assembles and reviews literature.</p> <p>Analyzes data to meet research objectives, which includes interpreting scientific content of survey data. Writes and presents reports and manuscripts of research results. Writes programs for some aspects of data analysis.</p> <p>Specifies programming requirements, assigns programming requests, and reviews results.</p> <p>Collaborates with and assists clients and others conducting research. Attends and participates in meetings related to research area.</p>
<p>Technical Specialist</p> <p>Requires Bachelor's degree in computer-related field; equivalent certifications; or at least 7 years' experience and no degree. Must have at least 5 years' experience in computer systems and applications. Proficiency in specified software applications and operating environments. CNE certification and MCSE certification may each substitute for 1 year of experience; ECNE certification may substitute for 2 years of experience.</p>	<p>Performs hardware and software support for internal staff and external clients, including installations, configuration, troubleshooting, and routine maintenance.</p> <p>Performs network administration, including maintenance, backup, and administrative functions.</p> <p>Develops training material and trains staff on operating systems and applications. Establishes and implements new procedures or operations on a project basis. Establishes on-site operations centers.</p>
<p>Systems Writer/Editor</p> <p>Requires Bachelor's degree in journalism, computer science, or related area. Must have at least 7 years of professional experience including 3 or more years' relevant experience in systems documentation. High proficiency in specified</p>	<p>Recommends technical documentation approaches. May interact with clients to resolve documentation issues, as agreed upon with supervisor.</p> <p>Designs, develops, coordinates, and implements</p>

Labor Category and General Education/Experience	General Responsibilities
<p>software applications and operating environments. Excellent editorial skills; excellent written, verbal, and communication skills.</p>	<p>major systems manuals or reports. May recommend appropriate hardware and software. Participates in system testing and quality assurance of software systems. Documents the proceedings of technical meetings.</p> <p>Using draft technical documents, software products, source code, technical charts, and diagrams prepared by technical staff, edits materials and develops clear, comprehensive, and technically accurate reports or documents. May supervise technical writing or editorial staff, including training, assigning tasks, and assessing performance.</p>
<p>Senior Programmer</p> <p>Requires Bachelor's degree or equivalent experience. Must have at least 4 years' relevant experience as applications programmer. Moderate proficiency in specified editors and programming languages.</p>	<p>Writes programs from routine or moderately complex program specifications. Tests, debugs, revises, and refines programs to meet specifications.</p> <p>Develops estimates of time and computer resources for assigned activities.</p> <p>Runs production programs and reviews for accuracy. Maintains programs, project files, audit trails, and data libraries. Creates and maintains associated documentation, including data flow diagrams and flow charts.</p> <p>Performs routine data management activities, including data transfer, backups, etc.</p> <p>May interact with clients to resolve work issues, as agreed upon with the supervisor.</p>
<p>Web Specialist</p> <p>Requires Bachelor's degree and 4 or more years of administrative experience with at least 2 years in technical support. High proficiency in specified network and Web applications and environments.</p>	<p>Provides technical consulting support in the use of various software packages for internal and external customers. Assists in evaluating, operating, and maintaining commercial software packages.</p> <p>Presents training seminars and provides one-on-one training as needed.</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>Researches and studies new developments in network and Web technology and applications. Makes recommendations for upgrades or implementing advances as appropriate.</p> <p>Performs simple programming tasks to develop tailored solutions for client requirements with off-the-shelf spreadsheet, word processing, and database management tools. Meets with clients to determine requirements and provides follow-through support to assist clients in using applications.</p> <p>Designs, develops, updates, and manages corporate Intranet and Internet sites, as well as client Web sites.</p> <p>Creates user guides for specific applications or tasks. Assists in developing training approaches and helping users become familiar with new packages and hardware.</p>
<p>Senior Technical Writer/Editor</p> <p>Requires Bachelor's degree with major in English, journalism, communications, or relevant scientific area. High school completion and 2 years' work experience in writing and editing may be substituted for degree. Must have at least 7 years of experience in editing or writing scientific or technical material; advanced technical editing, proofreading, and writing skills; and thorough knowledge of the Government Printing Office Style Manual and the University of Chicago Manual of Style.</p>	<p>Develops concepts and approaches for project plans and technical reports, writing, editing, and proofreading for clients.</p> <p>Attends technical meetings and conferences, taking notes and observing proceedings to develop reports for client review. Supports project activities, editing and proofreading materials.</p> <p>Assists clients in the development of written communication pieces. Guides staff members in the development of written communication pieces.</p> <p>Maintains archives and project files.</p>
<p>Data Manager</p> <p>Requires Bachelor's degree or equivalent experience. Must have at least 3 years of related experience. Proficiency in specified network and software applications and environments.</p>	<p>Provides technical support in using and maintaining computer software packages, assisting staff in the use of relevant software for various project functions.</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>Responsible for managing and documenting project databases. Performs data management activities, including data transfers, backups, etc.</p> <p>Organizes and maintains reference and project-related materials and file storage media.</p> <p>Assists network technical staff with testing and optimizing use of hardware and software. May assist in Web site development activities as needed.</p> <p>Writes, tests, and executes program code from explicit program specifications or prewritten sections of code.</p>
<p>Programmer</p> <p>Requires Bachelor's degree or equivalent experience. Must have at least 2 years' relevant experience as applications programmer. Moderate proficiency in specified editors and programming languages.</p>	<p>Writes programs from explicit program specifications or prewritten sections of code. Tests, debugs, revises, and refines programs to meet specifications.</p> <p>Runs production programs and reviews for accuracy. Maintains programs, project files, audit trails, and data libraries. Creates and maintains associated documentation. Performs routine data management activities, including data transfers, backups, etc.</p>
<p>Technical Administrative Assistant</p> <p>Requires Bachelor's degree and 3 years of related experience or high school diploma and 7 years of experience with 3 years working at a comparable level. High proficiency in specified software applications.</p>	<p>Organizes, edits, produces, and disseminates documents and materials drawn from single or multiple sources, monitoring standards for quality and timeliness. Maintains equipment inventory, controls inventory sign-out log, and maintains equipment reservations, as requested.</p> <p>Establishes and maintains organizational files, records, data systems, and periodicals. Prepares memoranda and letters for the supported staff. Assists in preparing proposals, reports, and findings associated with assigned projects. Produces graphics</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>for presentations, reports, and documents.</p> <p>Establishes and maintains filing system for project documents, records, and general correspondence.</p> <p>Assists in planning and organizing project meetings and functions. Prepares minutes for meetings, as requested.</p> <p>Assists in tracking and preparing reports related to budgets, projections, and actual costs associated with assigned projects.</p> <p>Supervises or coordinates work of permanent or temporary staff on a project basis. Provides software technical support in evaluating, operating, maintaining, and training.</p>
<p>Administrative Assistant</p> <p>Requires Bachelor's degree and 2 years of related experience or high school completion and 5 years of related experience. High proficiency in specified software applications; editorial skills required.</p>	<p>Organizes, edits, produces, and disseminates documents and materials drawn from single or multiple sources, monitoring standards for quality and timeliness.</p> <p>Maintains equipment inventory, controls inventory sign-out log, and maintains equipment reservations, as requested.</p> <p>Establishes and maintains organizational files, records, data systems, and periodicals.</p> <p>Prepares memoranda and letters for the supported staff. Assists in preparing proposals, reports, and</p>

Labor Category and General Education/Experience	General Responsibilities
	<p>findings associated with assigned projects. Produces graphics for presentations, reports, and documents.</p> <p>Establishes and maintains filing system for project documents, records, and general correspondence. Responds to telephone inquiries, making referrals as appropriate. Assists in planning and organizing project meetings and functions. Prepares minutes for meetings as requested.</p> <p>Assists in tracking and preparing reports related to budgets, projections, and actual costs associated with assigned projects. Supervises or coordinates work of permanent or temporary staff on a project basis.</p>
<p>Technical Writer/Editor</p> <p>Requires Bachelor's degree with major in English, journalism, communications, or relevant scientific area. High school diploma and 2 years' work experience in writing and editing may be substituted for degree. Must have at least 3 years of experience in editing or writing scientific or technical material; advanced technical editing, proofreading, and writing skills; and thorough knowledge of the Government Printing Office Style Manual and the University of Chicago Manual of Style.</p>	<p>Writes, edits, and proofreads project plans and technical reports, coordinating concepts and approaches with clients.</p> <p>Attends technical meetings and conferences, taking notes and observing proceedings to develop reports for supervisor and client review. Supports project activities, editing and proofreading materials.</p> <p>Assists clients in the development of written communication pieces. Maintains archives and project files.</p>

2. **Maximum order.** The Maximum Order value for Special Item Number (SIN) 132-51 is \$500,000.
3. **Minimum order.** The minimum dollar value of orders to be issued is \$100.
4. **Geographic coverage (delivery area).** The Geographic Scope of Contract will be domestic and overseas delivery.
5. **Point(s) of production** (city, county, and State or foreign country).
Social & Scientific Systems, Inc.
8757 Georgia Avenue, 12th Floor
Silver Spring, MD 20910
6. **Discount from list prices or statement of net price.** None.
7. **Quantity discounts.** None.
8. **Prompt payment terms.** None.
9. **Credit Card Acceptance**
 - 9a Social & Scientific Systems will accept a credit card (Visa/Mastercard and Government Purchase Card) for payments equal to or less than the micro-purchase for oral or written orders under this contract.
 - 9b Social & Scientific Systems will also accept a credit card for dollar amounts over the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on our invoice.
10. **Foreign items** (list items by country of origin). N/A
11. **Delivery**
 - 11a **Time of delivery.** (Contractor insert number of days.)

Upon receipt of order of SIN 132-51 services, delivery will be negotiated with customer per requirements.
 - 11b **Expedited Delivery.** There are no services available for expedited delivery. Delivery will be negotiated with customer per requirements.
 - 11c **Overnight and 2-day delivery.** The Customer may contact the Contractor for rates for overnight and 2-day delivery.
 - 11d **Urgent Requirements.** Agencies can contact the Contractor's representative to effect a faster delivery.
12. **F.O.B. point(s).** Destination.
- 13a **Ordering address:**
Social & Scientific Systems, Inc.
8757 Georgia Avenue, 12th Floor
Silver Spring, MD 20910
- 13b **Ordering procedures:** For supplies and services, the ordering procedures and information on establishing Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-1, 8.405-2 and 8.405-3.
14. **Payment address.**
Social & Scientific Systems, Inc.
8757 Georgia Avenue, 12th Floor

Silver Spring, MD 20910

15. **Warranty provision.** The Contractor warrants and implies that the items delivered under the schedule are merchantable and fit for use for the particulare purpose described in the contract.

16. Export packing charges. N/A

17. **Terms and conditions of Government purchase card acceptance** (any thresholds above the micro-purchase level).

Social & Scientific Systems will accept a credit card (Visa/Mastercard and Government Purchase Card) for payments equal to or less than the micro-purchase for oral or written orders under this contract. Social & Scientific Systems will also accept a credit card for dollar amounts over the micro-purchase threshold.

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 (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) by contacting SSS.

25. **Data Universal Number System (DUNS) number.** 09-134-0943

26. Notification regarding registration in Central Contractor Registration (CCR) database. Social & Scientific Systems has registered in the CCR via SAM. Our current registration is valid through April 23, 2015.

**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.

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.

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