Federal Supply Schedule

Authorized Federal Supply Schedule Price List
On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE (MAS) INFORMATION TECHNOLOGY-CATEGORY F

SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>FPDS Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D301</td>
<td>IT Facility Operation and Maintenance</td>
</tr>
<tr>
<td>D302</td>
<td>IT Systems Development Services</td>
</tr>
<tr>
<td>D306</td>
<td>IT Systems Analysis Services</td>
</tr>
<tr>
<td>D307</td>
<td>Automated Information Systems Design and Integration Services</td>
</tr>
<tr>
<td>D308</td>
<td>Programming Services</td>
</tr>
<tr>
<td>D310</td>
<td>IT Backup and Security Services</td>
</tr>
<tr>
<td>D311</td>
<td>IT Data Conversion Services</td>
</tr>
<tr>
<td>D316</td>
<td>IT Network Management Services</td>
</tr>
<tr>
<td>D399</td>
<td>Other Information Technology Services, Not Elsewhere Classified</td>
</tr>
</tbody>
</table>

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

Contract Number: GS-35F-0547V
Contract Period: June 25, 2019 through June 24, 2024

Contractor Information: Polaris Associates, Inc.
6515 Shiloh Road, Suite 200
Alpharetta, GA 30005.
404-334-8780

Contractor Internet Address: www.polarisassociates.com

Contract Administration Source: hr@polarisassociates.com OR suresh.kaza@polarisassociates.com
Customer Information:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Professional Services</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Labor Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Technical Developer</td>
<td>$68.41</td>
</tr>
</tbody>
</table>

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. If hourly rates are not applicable, indicate “Not applicable” for this item: See pages 10-18.

2. Maximum order: $500,000.00

3. Minimum order: $100.00

4. Geographic coverage (delivery area): The Geographic Scope of Contract will be domestic delivery only.

5. Point(s) of production (city, county, and State or foreign country): N/A

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: Prices shown are Net Prices. Basic discounts have been deducted.
   a. Prompt Payment: NET 30 Days
   b. Quantity: None
   c. Dollar Volume: 2% on orders at or above $200,000.00
   d. Government Educational Institutions are offered the same discounts as all other Government customers.
   e. Other: None.

8. Prompt Payment Terms: NET 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Contact Contractor
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contact Contractor

10. Foreign items (list items by country of origin): None

11a. Time of delivery: Specified on the Task Order and shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor.


12. F.O.B. point(s): Destination

13a. Ordering address(es): Polaris Associates, Inc. 6515 Shiloh Road, Suite 200. Alpharetta GA 30005

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.


15. Warranty provision: N/A for labor categories.

16. Export packing charges, if applicable. N/A

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

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/.

25. Data Universal Number System (DUNS) number: 807126227

26. Notification regarding registration in Central Contractor Registration (CCR) database. Contractor has registered with the Central Contractor Registration Database and the System of Award Management database: Registered.
Polaris Associates, Inc.
Labor Category Descriptions

PROJECT MANAGER
Job Description: Oversees various systems projects of a highly complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project and meeting deadlines of project. Must be familiar with the systems scope and project objectives, as well as the role and function of each team member in order to effectively coordinate the activities of the team. Excellent customer skills, problem identification and resolution work style.

Functional Responsibilities: Assigns tasks, review deliverables, track hours, interacts with client, make presentations, identifies risks, and works with program manager to mitigate them.

Minimum Education: BA/BS degree OR formal technical educational equivalent. Minimum Experience: 5 years relevant experience.

FUNCTIONAL LEAD CONSULTANT
Job Description: Reports to the Project Manager at the client site, works under general direction, formulates/defines system scope and objectives purely from a functional point of view. The Functional Lead Consultant analyzes key functional and cross functional business application requirements from Information Technology perspective. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops functional design documents and works with Technical teams to design, develop and implement the software applications. The Functional Lead Consultant will have exceptional understanding and knowledge of business environment so as to develop appropriate solutions quickly and demonstrates high level of oral and written communication skills. Must possess superior functional knowledge of task order and have experience in developing functional requirements for complex integrated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Responsible for completion of a Particular track in the project.

Minimum Education: BA/BS degree or formal technical educational equivalent.

Minimum Experience: Minimum of 12 years IT experience, of which at least 6 years must be specialized system functional analysis.

FUNCTIONAL CONSULTANT
Job Description: Reports to the Functional Lead Consultant at the client site, works under general direction, formulates/defines system scope and objectives purely from a functional point of view. Analyzes overall functional and cross functional business application requirements from Information Technology perspective. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops functional design documents and works with Technical teams to design, develop and implement software applications. Will have good understanding and knowledge of business environment to develop appropriate solutions and demonstrates high level of oral and written communication skills.

Functional Responsibilities: Responsible for completion of a Particular track in the project.

Minimum Education: BA/BS degree or formal technical educational equivalent.
Minimum Experience: Minimum of 8 years IT experience, of which at least 5 years must be specialized system functional analysis.

**TECHNICAL LEAD CONSULTANT**
Job Description: Works under supervision of Project manager. Translates Design documents to the developers and helps them under the business flow and works with them to Technically Architect the solution. Interacts extensively with other team members like Functional consultants, Technical Consultants, System Administrators, users etc. to devise or modify procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Also has duties instructing, directing and checking the work of other systems analysis and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

Functional Responsibilities: Responsible for completion of Technical piece of the project. Reports to the PM and supervises the less experienced Analyst/ Programmers.

Minimum Education: BA/BS degree or formal technical educational equivalent. Minimum Experience:

Minimum of 8 years relevant experience.

**TECHNICAL DEVELOPER**
Job Description: Under the direction of the Technical Lead Consultant, formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debug documents and maintain those programs.

Functional Responsibilities: Provide guidance and direction to less experienced programmers/ analysts. Either reports to the PM or Technical Lead.

Minimum Education: BA/BS degree or formal technical educational equivalent. Minimum Experience:

Minimum of 5 years relevant experience.

**JUNIOR TECHNICAL DEVELOPER**
Job Description: Performs maintenance on existing software products; assists in coding, testing and debugging new software or making enhancements to existing software. Writes programs according to specifications from higher level staff. Makes suggestions for problem solutions or software enhancements. May assist in development of user manuals. Works under the supervision of the Senior Technical Developer.

Functional Responsibilities: Perform duties in regard to coding, testing and debugging as assigned by Project Manager.

Minimum Education: BA/BS degree or formal technical educational equivalent. Minimum Experience: Minimum of 3 years relevant experience.

**SYSTEM ANALYST**
Job Description: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Systems analysts create new computer systems and improve existing technology and business processes.
Defines and analyzes problems and develops system requirements and program specifications, from which detailed flow charts, programs, and tests are prepared. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and on-going maintenance of the hardware/software. Position requires design implementation and integration knowledge. Excellent communication skills.

Functional Responsibilities: Perform duties in regard to coding, testing and debugging as assigned by Project Manager.

Minimum Education: BA/BS degree or formal technical educational equivalent. Minimum Experience:

Minimum of 3 years relevant experience.

TEST ENGINEER
Job Description: System development and testing. With little to no direction, formulates all quality related products and by-products of a project. Develops test plans, procedures, and test cases. Provides production and execution of test plans, procedures and cases for a given project or system. Works with automated testing tools to check the functional and technical aspects of the system.

Functional Responsibilities: Perform duties regarding testing and documentation as assigned by Project Manager.

Minimum Education: BA/BS degree or formal technical educational equivalent. Minimum Experience:

Minimum of 4 years relevant experience.
LABOR CATEGORY PRICING*:

<table>
<thead>
<tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>Senior Business Analyst</td>
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<tr>
<td>Network Engineer</td>
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<td>$135.23</td>
<td>$138.61</td>
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<td>$145.63</td>
</tr>
</tbody>
</table>

The Vendor offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Vendor allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. Vendor criteria for substitution are as follows:

Education: An associate degree will equal 2 years of experience. A relevant bachelor’s degree will equal 4 years of experience. A relevant master’s degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.
Experience: For every year of full-time specific field experience, the person shall be credited with one-half Year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee’s labor category.