



VALIDATEK

GSA Catalog

Contract No.: GS-35F-0555V

July 15, 2009 through July 14, 2019

Catalog effective through Modification #PS-0027, effective 7/02/2018

Special Item No.: 132.51 Information Technology Professional Services, STLOC, RC

Special Item No.: 132.56 Health Information Technology Services, STLOC, RC

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



AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES (FSC GROUP 70)

Special Item No. 132-51 Information Technology Professional Services

IT Services	Category Code S
Facility Management	Class D301
Systems Development Services	Class D302
Systems Analysis Services	Class D306
Automated Information Systems Services	Class D307
Programming Services	Class D308
Backup and Security Services	Class D310
Data Conversion Services	Class D311
Other Information Technology Services, Not Elsewhere Classified	Class D399

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

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

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

Special Item No. 132-56 Health Information Technology Services

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Contract Number: GS-35F-0555V

Period Covered by Contract: July 15, 2009 through July 14, 2019

General Services Administration - Federal Supply Service

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>.



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CUSTOMER INFORMATION

1a. Table of awarded Special Item Number (SIN):

Contract #	SIN	Description
GS-35F-0555V	132-51, STLOC, RC	Information Technology Professional Services
GS-35F-0555V	132-56, STLOC, RC	Health Information Technology Services

1b. Lowest priced model: Not Applicable

1c. Professional Services Descriptions: Refer to below awarded GSA Schedule Contract Labor Categories and Pricelist.

2. Maximum Order: \$500,000

3. Minimum Order: \$100.00

4. Geographic coverage: 48 contiguous states and the District of Columbia

5. Point of production: United States

6. Discount from list prices: Prices shown are NET prices; Basic Discounts have been deducted

7. Quantity Discounts: None

8. Prompt payment terms: None

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted at or above the micro-purchase threshold.

10. Foreign items: Not applicable

11a. Time of delivery: As negotiated with the using agency

11b. Expedited delivery: As negotiated with the using agency

11c. Overnight and 2-day delivery: As negotiated with the using agency

11d. Urgent requirements: As negotiated with the using agency

12. F.O.B. points: Destination



13a. Ordering Address: ValidaTek, Inc.

1660 International Drive, Suite 400,
McLean, Virginia 22102

13b. Ordering procedures: Ordering activities shall use the ordering procedures of Federal Acquisition

Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services.

14. Payment address: ValidaTek, Inc.

1660 International Drive, Suite 400,
McLean, Virginia 22102

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: Not Applicable

20. Terms and conditions or repair parts: Not Applicable

20a. Terms and conditions for any other services: Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventative maintenance: Not Applicable

24a. Special attributes such as environmental attributes: Not Applicable

24b. Section 508 compliance: Not Applicable

25. Data universal Number System (DUNS) number: 781581967

26. Notification regarding registration in System for Award Management (SAM) database. ValidaTek, Inc. has an active registration in the SAM database. CAGE Code: 4XJB0



LABOR CATEGORY DESCRIPTIONS

SIN 132-51 Information Technology Professional Services

1. Configuration Manager Mid

Functional Responsibilities:

Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum three (3) years of experience in related field.

2. Configuration Manager Senior

Functional Responsibilities:

Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field; Master's is preferred and equivalent to 2 years of experience. Minimum five (5) years of experience in related field.

3. Database Analyst Mid

Functional Responsibilities:

Under general supervision, designs, implements and maintains moderately complex databases. Maintains database dictionaries and integration of systems through database design. Competent to work on most phases of database administration but may require some instruction and guidance in other phases.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum three (3) years of experience in related field.

4. Database Analyst Senior

Functional Responsibilities:

Under general direction, designs, implements and maintains complex database with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design. Competent to work at the highest level of all phases of database management.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field; Master's is preferred and equivalent to 2 years of experience. Minimum five (5) years of experience in related field.



5. Disaster Recovery Specialist Mid

Functional Responsibilities:

Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum three (3) years of experience in related field.

6. Functional Analyst

Functional Responsibilities:

Performs expert, independent services and leadership in specialized technical/functional areas (e.g., Enterprise Analysis, Business Process Reengineering, Contingency and Disaster Recovery). Conducts high-level systems analysis of functional area and formulates an effective strategy for accomplishing objectives that will overall performance and efficiency. Develops technical/functional architectures and functional specifications. Provides expertise and assistance in state-of-the-art software and hardware or area of Specialization. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering, or related technical field, and 4 years of experience in the Information Technology field. Master's degree is desirable and is equivalent to 2 years of experience.

7. Hardware Engineer Senior

Functional Responsibilities:

Provides analysis related to the design, development, and implementation of hardware for products.

Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field; Master's is preferred and equivalent to 2 years of experience. Minimum five (5) years of experience in related field.

8. Information Assurance/Security Specialist

Functional Responsibilities:

Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Designs, develops, engineers, and implements solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum three (3) years of experience in related field.



9. Network Specialist Mid

Functional Responsibilities:

Under general supervision, oversees the purchase, installation, and support of network communications, including LAN/WAN systems. Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Responsible for evaluating current systems. Assists in the planning of large-scale systems projects through vendor comparison and cost studies. Requires thorough knowledge of LAN/WAN systems, networks, and applications.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum three (3) years of experience in related field.

10. Network Specialist Senior

Functional Responsibilities:

Under general direction, manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Provides work leadership and training to lower level network engineers. Requires expert knowledge of LAN/WAN systems, networks, and applications.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field; Master's is preferred and equivalent to 2 years of experience. Minimum five (5) years of experience in related field.

11. Program Analyst Mid

Functional Responsibilities:

Defines and analyzes business and/or scientific problems or assists user personnel in analyzing and defining such problems for computer solutions. Designs computer systems to accomplish solution of each problem, integrating computer capabilities with user requirements. Reanalyzes computer programming problems from original design and makes modifications as necessary. Selects or modifies existing computer programs or applicable program systems and structures data formats for solution of problems. Assists in estimating required project resources.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum three (3) years of experience in related field.

12. Project/ Program Manager

Functional Responsibilities:

Allocates resources to assigned work and recommends/determines required personnel actions. Provides advice, guidance, and training to subordinates. Responsible/accountable for program/project planning, budgeting, execution, and cost/schedule performance. Interfaces with client, as required, to report program/project status, formally, informally, verbally, and in writing. Responsible and accountable for accurate and timely submission of contract, program, or project deliverables. Accountable for all work activities performed on a contract, subcontract, or within a major project.



Education And Experience:

Bachelor's Degree in Information Systems Management, Engineering, or related technical field, and 8 years of experience in the Information Technology field. Project Management Professional (PMP) certification required. Master's degree is desirable and is equivalent to 2 years of experience.

13. Service Desk Specialist Entry

Functional Responsibilities:

Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution.

Education And Experience:

Associates Degree in Computer Science, Engineering or related field; Bachelor's is preferred and equivalent to two years of experience. Entry Level Position.

14. Service Desk Specialist Mid

Functional Responsibilities:

Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum three (3) years of experience in related field.

15. Service Desk Specialist Senior

Functional Responsibilities:

Under general direction, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field; Master's is preferred and equivalent to 2 years of experience. Minimum five (5) years of experience in related field.

16. Service Desk Specialist Manager

Functional Responsibilities:

Has overall responsibility for help desk operations associated with the identification, prioritization and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software.



Education And Experience:

Minimum five (5) years of experience in related field. Bachelor's Degree in Computer Science, Engineering or related field.

17. Subject Matter Expert Mid

Functional Responsibilities:

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum seven (7) years of experience in related field.

18. Subject Matter Expert Senior

Functional Responsibilities:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field; Master's is preferred and equivalent to 2 years of experience. Minimum ten (10) years of experience in related field.

19. System Analyst

Functional Responsibilities:

Analyzes System requirements for organization and information systems and provides, in writing, recommended solutions for management's consideration. Troubleshoots existing systems. Prepares system analysis and design documents and installs components of systems. Submits written recommendations for software design, development, testing and implementation.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering, or related technical field, and 3 years of experience in the Information Technology field. Master's degree is desirable and is equivalent to 2 years of experience.

20. Test Manager

Functional Responsibilities:

Subject matter specialist providing testing know-how in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field; Master's is preferred and equivalent to 2 years of experience. Minimum five (5) years of experience in related field.



21. Voice/Data Communications Engineer Entry

Functional Responsibilities:

Monitors and responds to facility hardware and software problems. Assists vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Makes phone system additions, changes, and installs new station equipment. Requires knowledge of monitoring equipment.

Education And Experience:

Associates Degree in Computer Science, Engineering or related field; Bachelor's is preferred and equivalent to two years of experience. Entry Level Position.

22. Voice/Data Communications Engineer Mid

Functional Responsibilities:

Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Maintains voice and/or data systems and associated hardware.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum three (3) years of experience in related field.

23. Application Systems Analyst II

Functional Responsibilities:

Under general direction, formulates and 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, debugs, and documents those programs. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers.

Education And Experience:

Bachelor's Degree or equivalent. Minimum five (5) years of experience in related field.

24. Application Systems Analyst I

Functional Responsibilities:

Under general direction, formulates and defines system scope and objectives. Assist in developing or modifying procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Documents detailed specifications from which applications will be developed. Participates in the design, development, and testing activities.

Education And Experience:

Bachelor's Degree or equivalent. Minimum three (3) years of experience in related field.



25. Business Systems Analyst II

Functional Responsibilities:

Technical contributor with expertise in particular business processes responsible for formulating systems scope and objectives relative to the organization's business plan and industry requirements. Acts independently or as a member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Provides technical consulting on complex projects. Devises and/or modifies procedures to solve the most complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results. Creates detailed specifications from which programs will be developed. May act as a liaison between the technical and functional teams, and May have quality assurance responsibilities.

Education And Experience:

Bachelor's Degree or equivalent. Minimum eight (8) years of experience in related field. Master's is preferred and equivalent to 2 years of experience.

26. Business Systems Analyst I

Functional Responsibilities:

Under general supervision, assists with developing content, processes, and procedures associated with enterprise applications. Applies functional knowledge to design and customize workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans, and assists with production issues. May act as a liaison between the technical and functional teams.

Education And Experience:

Bachelor's Degree or equivalent. Minimum five (5) years of experience in related field.

27. Chief Information Security Officer

Functional Responsibilities:

Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Provides tactical information security advice and examining the ramifications of new technologies. Ensures that all information systems are functional and secure.

Education And Experience:

Master's Degree or equivalent with a minimum ten (10) years of experience in related field, or Bachelor's Degree or equivalent with a minimum fifteen (15) years of experience in related field

28. Computer Operation Manager

Functional Responsibilities:

Responsible for all activities relating to the operation of centralized data processing equipment and peripheral information systems equipment. Establishes detailed schedules for the utilization of all equipment in the computer operations section to obtain maximum utilization. Assigns personnel to various operations and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Consults with personnel in other information systems sections to coordinate activities.

Education And Experience:

Bachelor's Degree or equivalent. Minimum five (5) years of experience in related field.



29. Data Administrator IV

Functional Responsibilities:

Responsible for capacity planning, installation, configuration, database design, migration, performance monitoring, security, as well as backup and data recovery. Provide guidance to analysts during the planning and development. responsible for troubleshooting to resolve database related issues.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum seven (7) years of experience in related field. Master's is preferred and equivalent to 2 years of experience.

30. Information Assurance Engineer

Functional Responsibilities:

Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.

Education And Experience:

Bachelor's Degree or equivalent. Minimum eight (8) years of experience in related field. Master's is preferred and equivalent to 2 years of experience.

31. Integration Engineer

Functional Responsibilities:

Responsible for the design, implementation, and integration of systems solutions in a wide variety of technologies and platforms. This highly technical and hands-on role requires working in a team and individual work setting contributing to all aspects of system integration including design, needs analysis, design review, testing, implementation, and validation.

Education And Experience:

Bachelor's Degree or equivalent. Minimum ten (10) years of experience in related field. Master's is preferred and equivalent to 2 years of experience.

32. Network/ Hardware Technician

Functional Responsibilities:

Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power software, communications machinery, lines, modems, and terminals). Monitors and controls the performance and status of the network resources.

Education And Experience:

Bachelor's Degree or equivalent. Minimum two (2) years of experience in related field.

33. Network Systems Manager

Functional Responsibilities:

Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.



Education And Experience:

Bachelor's Degree or equivalent. Minimum ten (10) years of experience in related field. Master's degree is desirable and is equivalent to 2 years of experience.

34. Network Engineer, Senior

Functional Responsibilities:

Under general supervision, oversees the purchase, installation, and support of network communications, including LAN/WAN systems. Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Responsible for evaluating current systems. Assists in the planning of large-scale systems projects through vendor comparison and cost studies.

Education And Experience:

Bachelor's Degree or equivalent. Minimum seven (7) years of experience in related field. Master's degree or equivalent is desirable and is equivalent to 2 years of experience.

35. Program Analyst Senior

Functional Responsibilities:

Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum ten (10) years of experience in related field. Master's degree is desirable and is equivalent to 2 years of experience.

36. Project Engineer

Functional Responsibilities:

Under supervision of the project manager, performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Performs project analysis to determine and report any potential issues.

Education And Experience:

Bachelor's Degree or equivalent. Minimum five (5) years of experience in related field.

37. Quality Assurance Analyst, Senior

Functional Responsibilities:

Under general direction, carries out procedures to ensure the final product meets organization standards and end-user requirements. Performs and leads tests to ensure proper operation and freedom from defects. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.



Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field. Minimum five (5) years of experience in related field.

38. Senior Operations Engineer

Functional Responsibilities:

Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints.

Education And Experience:

Bachelor's Degree or equivalent. Minimum eight (8) years of experience in related field. Master's degree is desirable and is equivalent to 2 years of experience.

39. Subject Matter Expert Principal

Functional Responsibilities:

Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

Education And Experience:

Bachelor's Degree in Computer Science, Engineering or related field; Master's is preferred and equivalent to 2 years of experience. Minimum fifteen (15) years of experience in related field.

40. Subject Matter Expert IV

Functional Responsibilities:

Analyzes user needs to determine functional requirements and defines problems and develops plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communication skills. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

Education And Experience:

Master's Degree or equivalent. Minimum twelve (12) years of experience in related field.



41. Subject Matter Expert VI

Functional Responsibilities:

Under general direction, responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

Education And Experience:

Bachelor's Degree or equivalent. Minimum eight (8) years of experience in related field. Master's degree is desirable and is equivalent to 2 years of experience.

42. System Administrator V

Functional Responsibilities:

Responsible for effective provisioning, maintenance, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. Implements operating system enhancements that will improve the reliability and performance of the system. Participates in technical research and development to enable continuing innovation within the infrastructure. Ensures system hardware, operating systems, software systems, and related procedures adhere to the established enterprise architecture.

Education And Experience:

Bachelor's Degree or equivalent. Minimum five (5) years of experience in related field.

43. System Administrator IV

Functional Responsibilities:

Responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. Participates in technical research and development to enable continuing innovation within the infrastructure. Ensures system hardware, operating systems, software systems, and related procedures adhere to the established enterprise architecture.

Education And Experience:

Bachelor's Degree or equivalent. Minimum three (3) years of experience in related field.

44. Technical Consultant

Functional Responsibilities:

Works independently with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement enterprise system changes.

Education And Experience:

Bachelor's Degree or equivalent. Minimum ten (10) years of experience in related field. Master's is preferred and equivalent to 2 years of experience.



45. Technical Support Specialist

Functional Responsibilities:

Provides technical support, advice, and assistance to end users with technical, hardware, and software system problems. Supports, monitors, tests, and troubleshoots hardware/software problems. Recommends and schedules repairs. Keeps stakeholders informed with support progress. Provides timely reports and documentations. Supports content development for the knowledge base. Provides input for the continuous performance improvement plan.

Education And Experience:

Bachelor's Degree or equivalent. Minimum five (5) years of experience in related field.

46. Technical Writer II

Functional Responsibilities:

Responsible for the preparation of instruction manuals, technical articles, and other supporting documents to communicate complex and technical information more easily. Works with internal teams to obtain an in-depth understanding of the product and the documentation requirements. Analyzes existing and potential content, focusing on reuse and single-sourcing opportunities. Creates and maintains the information architecture. Produces high-quality documentation that meets applicable standards and is appropriate for its intended audience. Writes easy-to-understand user interface text, online help and developer guides. Creates tutorials to help end-users use a variety of applications.

Education And Experience:

Bachelor's Degree or equivalent. Minimum five (5) years of experience in related field.

47. Technical Writer I

Functional Responsibilities:

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation of Information Technology support. Coordinates the display of graphics and the production of the documents. Under general supervision, assists with the preparation of instruction manuals, technical articles, and other supporting documents to communicate IT information. Works with internal teams to obtain an in-depth understanding of the product and the documentation requirements. Assists with the creation of user interface text, online help and developer guides, and tutorials to help end-users use a variety of applications.

Education And Experience:

Associate's Degree or equivalent. Minimum three (3) years of experience in related field. Bachelor's Degree or equivalent is desirable and is equivalent to 2 years of experience.

48. Training and Deployment Manager

Functional Responsibilities:

Organizes and manages Information Technology training programs within the organization identifying and assessing future and current IT training needs. Conducts research necessary to develop and revise IT training programs as needed. Creates and maintains training materials such as background material, training aids, and IT training handbooks. Deploys a wide variety of training methods and/or may also manage all processes related to deployment activities. Responsible for coordinating different tasks between internal and external teams in order to ensure the deployment will be performed on schedule and with the available resources. Evaluates effectiveness of the IT training and deployment strategies and recommends changes to methods accordingly.



Education And Experience:

Bachelor's Degree or equivalent. Minimum ten (10) years of experience in related field. Master's degree is desirable and is equivalent to 2 years of experience.

49. Training Specialist

Functional Responsibilities:

Under general direction, organizes, prepares, and conducts Information Technology training and educational programs for IT systems. Assists in the design and development of in-house IT training programs. Maintains records of training activities, employee progress, and program effectiveness. Facilitates IT training exercises under general supervision. Aids in the research to develop and revise IT training programs. Works with team to evaluate effectiveness of IT training materials and strategies.

Education And Experience:

Bachelor's Degree or equivalent. Minimum five (5) years of experience in related field.

SIN 132-56 Health Information Technology Services

50. Help Desk Specialist

Description: Provide phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed for Health purposes such as biomedical research, healthcare delivery, health policy, etc. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

Education/Experience: Associate's Degree or higher and 5 years of experience. Specialist must have a degree in a health associated field and/or demonstrated knowledge of the health field, healthcare and/or biomedical research practices (e.g., verifiable past work or certifications).

Education/Experience Substitution: 15 years of experience

51. Information Assurance Specialist / Network Specialist

Description: Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Designs, develops, engineers, and implements health IT solutions that meet network security requirements including Personally Identifiable (PII) information, patient clinical research or healthcare record information. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

Education/Experience: Bachelor's Degree or higher and 3 years of experience

Education/Experience Substitution: 15 years of experience

52. Technical Writer I

Description: Writes a variety of health IT, healthcare and/or health research related technical articles, reports, brochures, and/or manuals for documentation for a wide range of health associated uses. These could include manuals for the use of systems that require security of patient information for treatment, research, or other purposes. Coordinates the display of supporting graphics and the production of the document.

Education/Experience: Associate's Degree or equivalent and 3 years of experience in related field or Bachelor's Degree and 1 year of experience.

Education/Experience Substitution: 15 years of experience



53. Technical Writer I

Description: Monitors and responds to health IT software, hardware, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power software, communications machinery, lines, modems, and terminals) in health IT environments that may include hospitals, research facilities or other health IT environments. Experience in working in Health IT environments. Monitors and controls the performance and status of the network resources. Some resources may require 99.99% up time for hospitals, treatment facilities or other health IT related purposes.

Education/Experience: Bachelor's Degree or higher and 2 years of experience

Education/Experience Substitution: 15 years of experience

54. LAN/WAN Administrator

Description: Under general supervision, oversees the purchase, installation, and support of Health IT-related network communications, including LAN/WAN systems. Knowledge of and experience with supporting Health IT-related networks. Such systems may include those which possess large bandwidth and/or high speed of transfer for big data or transfer of large files related to research, medical imaging (i.e., radiology), etc. Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Responsible for evaluating current systems. Assists in the planning of largescale systems projects through vendor comparison and cost studies. Requires thorough knowledge of LAN/WAN systems, networks, and applications as they relate to Health IT.

Education/Experience: Bachelor's Degree and 3 years of experience

Education/Experience Substitution: 15 years of experience

55. Data/ Configuration Management Specialist

Description: Provides configuration management planning for Health IT related systems. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

Education/Experience: Bachelor's Degree and 5 years of experience or Master's and 3 years of experience

Education/Experience Substitution: 18 years of experience

56. Computer Operations Manager

Description: Responsible for all activities relating to the operation of centralized data processing equipment and peripheral information systems equipment. Establishes detailed schedules for the utilization of all equipment in the computer operations section to obtain maximum utilization across diverse domain such as healthcare, Health IT and biomedical research systems. Assigns personnel to various operations and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Consults with personnel in other information systems sections to coordinate activities.

Education/Experience: Bachelor's Degree and 5 years of experience

Education/Experience Substitution: 18 years of experience



57. Project Engineer

Description: Under supervision of the project manager, performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors health related information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Performs project analysis to determine and report any potential issues.

Education/Experience: Bachelor's Degree and 5 years of experience

Education/Experience Substitution: 18 years of experience

58. Information Assurance Engineer

Description: Establishes and satisfies complex health IT or healthcare- related system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures including systems using personally identifiable information.

Education/Experience: Bachelor's Degree and 8 years of experience or Master's and 6 years

Education/Experience Substitution: 20 years of experience

59. Database Analyst/ Programmer - Senior

Description: Under general direction, designs, implements and maintains complex database, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods within health and healthcare - related environments. Includes maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design. Competent to work at the highest level of all phases of database management for health information.

Education/Experience: Bachelor's Degree and 5 years of experience and Master's and 3 years

Education/Experience Substitution: 18 years of experience

60. Network System Manager

Description: Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations. These systems could include healthcare related equipment and devices for local healthcare or telemedicine. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.

Education/Experience: Bachelor's Degree and 10 years of experience or Master's degree and 8 years

Education/Experience Substitution: 20 years of experience

61. Subject Matter Expert Specialist

Description: Provides technical knowledge and analysis of highly specialized health IT and/or health care (related) applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.



Education/Experience: Bachelor's Degree and 10 years of experience or Master's and 8 years

Education/Experience Substitution: 20 years of experience

62. Computer Programmer II / Business Process Consultant

Description: Responsible for most complex Health IT - related systems process analysis, design, and simulation. Requires highest-level understanding of an organization's business systems and delivery requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future health-related business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Health IT Systems teams. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.

Education/Experience: Bachelor's Degree and 10 years of experience or Master's and 8 years

Education/Experience Substitution: 20 years of experience

63. Program Manager II

Description: Allocates resources to assigned work and recommends/determines required personnel actions. Provides advice, guidance, and training to subordinates. Responsible/accountable for program/project planning, budgeting, execution, and cost/schedule performance. Interfaces with agency clients, as required, to report program/project status, formally, informally, verbally, and in writing. Responsible and accountable for accurate and timely submission of contract, program, or Health IT - related project deliverables. Accountable for all work activities performed on a contract, subcontract, or within a major project.

Education/Experience: Bachelor's Degree and 3 years of experience

Education/Experience Substitution: 18 years of experience

64. System Administrator VI

Description: Under general direction, responsible for activities related to health IT systems administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of health IT systems operations and administration are included in the overall health information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

Education/Experience: Bachelor's Degree and 8 years of experience or Master's degree and 6 years

Education/Experience Substitution: 20 years of experience

65. Chief Information Security Officer

Description: Responsible for determining enterprise information security standards based on established or future Health IT - related regulations, mandates and policies. Develops and implements information security standards and procedures. Provides tactical information security advice and examining the ramifications of new technologies. Ensures that all information systems are functional and secure while meeting or exceeding all Health IT and Healthcare requirements.

Education/Experience: Bachelor's Degree and 15 years of experience or Master's and 10 years

Education/Experience Substitution: 25 years of experience



LABOR CATEGORY PRICING

IT Professional Services SIN 132-51 Government Site Pricing		
SIN	Labor Category	Government Site Hourly Rate
132-51	Configuration Manager Mid	\$60.21
132-51	Configuration Manager Senior	\$86.14
132-51	Database Analyst Mid	\$87.98
132-51	Database Analyst Senior	\$107.44
132-51	Disaster Recovery Specialist Mid	\$62.98
132-51	Functional Analyst	\$119.20
132-51	Hardware Engineer Senior	\$112.55
132-51	Information Assurance/Security Specialist	\$67.62
132-51	Network Specialist Mid	\$72.71
132-51	Network Specialist Senior	\$90.78
132-51	Programmer Analyst Mid	\$105.57
132-51	Project / Program Manager	\$142.54
132-51	Service Desk Specialist Entry	\$40.76
132-51	Service Desk Specialist Mid	\$46.31
132-51	Service Desk Specialist Senior	\$62.06
132-51	Service Desk Specialist Manager	\$68.09
132-51	Subject Matter Expert Mid	\$123.19
132-51	Subject Matter Expert Senior	\$162.09
132-51	System Analyst	\$86.14
132-51	Test Manager	\$73.64
132-51	Voice/Data Communications Engineer Entry	\$59.29
132-51	Voice/Data Communications Engineer Mid	\$70.86
132-51	Application Systems Analyst I	\$81.77
132-51	Application Systems Analyst II	\$94.03
132-51	Business Systems Analyst I	\$91.78
132-51	Business Systems Analyst II	\$108.79
132-51	Chief Information Security Officer	\$169.57
132-51	Computer Operation Manager	\$109.07
132-51	Database Administrator IV	\$115.29
132-51	Information Assurance Engineer	\$116.89
132-51	Integration Engineer	\$139.94
132-51	Network / Hardware Technician	\$66.20
132-51	Network Engineer, Senior	\$104.39
132-51	Network Systems Manager	\$127.26
132-51	Programmer Analyst Senior	\$151.30
132-51	Project Engineer	\$107.14
132-51	Quality Assurance Analyst, Senior	\$107.99
132-51	Senior Operations Engineer	\$105.13

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SIN	Labor Category	Government Site Hourly Rate
132-51	Subject Matter Expert IV	\$196.97
132-51	Subject Matter Expert Principal	\$262.26
132-51	Systems Administrator IV	\$81.37
132-51	Systems Administrator V	\$90.28
132-51	Systems Administrator VI	\$153.87
132-51	Technical Consultant	\$150.02
132-51	Technical Support Specialist	\$85.55
132-51	Technical Writer I	\$61.85
132-51	Technical Writer II	\$73.82
132-51	Training and Deployment Manager	\$113.08
132-51	Training Specialist	\$73.04
Health IT Professional Services SIN 132-56 Government Site Pricing		
132-56	Help Desk Specialist	\$49.74
132-56	Information Assurance Specialist / Network Specialist	\$81.46
132-56	Technical Writer I	\$61.86
132-56	Network/Hardware Technician	\$66.21
132-56	LAN/WAN Administrator	\$72.03
132-56	Data / Configuration Management Specialist	\$84.57
132-56	Computer Operations Manager	\$109.08
132-56	Project Engineer	\$107.14
132-56	Information Assurance Engineer	\$116.90
132-56	Database Analyst / Programmer - Senior	\$115.63
132-56	Network System Manager	\$127.26
132-56	Subject Matter Expert Specialist	\$147.32
132-56	Computer Programmer III / Business Process Consultant	\$151.31
132-56	Program Manager II	\$152.24
132-56	System Administrator VI	\$153.88
132-56	Chief Information Security Officer	\$169.58



IT Professional Services SIN 132-51 ValidaTek Site Pricing		
SIN	Labor Category	ValidaTek Site Hourly Rate
132-51	Application Systems Analyst I	\$92.41
132-51	Application Systems Analyst II	\$106.25
132-51	Business Systems Analyst I	\$103.71
132-51	Business Systems Analyst II	\$122.93
132-51	Chief Information Security Officer	\$191.62
132-51	Computer Operation Manager	\$123.26
132-51	Database Administrator IV	\$130.28
132-51	Information Assurance Engineer	\$132.09
132-51	Integration Engineer	\$158.13
132-51	Network / Hardware Technician	\$74.81
132-51	Network Engineer, Senior	\$117.95
132-51	Network Systems Manager	\$143.81
132-51	Programmer Analyst Senior	\$170.97
132-51	Project Engineer	\$121.06
132-51	Quality Assurance Analyst, Senior	\$122.02
132-51	Senior Operations Engineer	\$118.80
132-51	Subject Matter Expert IV	\$222.58
132-51	Subject Matter Expert Principal	\$296.35
132-51	Systems Administrator IV	\$91.96
132-51	Systems Administrator V	\$102.02
132-51	Systems Administrator VI	\$173.87
132-51	Technical Consultant	\$169.52
132-51	Technical Support Specialist	\$96.68
132-51	Technical Writer I	\$69.89
132-51	Technical Writer II	\$83.42
132-51	Training and Deployment Manager	\$127.79
132-51	Training Specialist	\$82.53
Health IT Professional Services SIN 132-56 ValidaTek Site Pricing		
132-56	Help Desk Specialist	\$56.20
132-56	Information Assurance Specialist / Network Specialist	\$92.05
132-56	Technical Writer I	\$69.90
132-56	Network/Hardware Technician	\$74.81
132-56	LAN/WAN Administrator	\$81.39
132-56	Data / Configuration Management Specialist	\$95.57
132-56	Computer Operations Manager	\$123.27
132-56	Project Engineer	\$121.07
132-56	Information Assurance Engineer	\$132.09
132-56	Database Analyst / Programmer - Senior	\$130.66



SIN	Labor Category	ValidaTek Site Hourly Rate
132-56	Network System Manager	\$143.81
132-56	Subject Matter Expert Specialist	\$166.46
132-56	Computer Programmer III / Business Process Consultant	\$170.98
132-56	Program Manager II	\$172.04
132-56	System Administrator VI	\$173.88
132-56	Chief Information Security Officer	\$191.63



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

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/IAM 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/IAM 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/IAM PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM 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.



**TERMS AND CONDITIONS APPLICABLE TO
HEALTH INFORMATION TECHNOLOGY (IT) SERVICES
(SPECIAL ITEM NUMBER 132-56)**

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

1. SCOPE

- a. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).
- c. This SIN provides ordering activities with access to Health IT services.
- d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- e. 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. ORDER

- a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- 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 Health 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. All travel will be agreed upon with the client prior to the Contractor's travel.

4. 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.

5. 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.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

7. INDEPENDENT CONTRACTOR

All Health IT 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.

8. 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.

9. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

10. RESUMES

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

11. INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of the scope of this contract. The costs will be negotiated

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separately with the ordering activity in accordance with the guidelines set forth in the FAR.

12. 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.

13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 132-56 Health IT Services and it 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 Health IT 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.